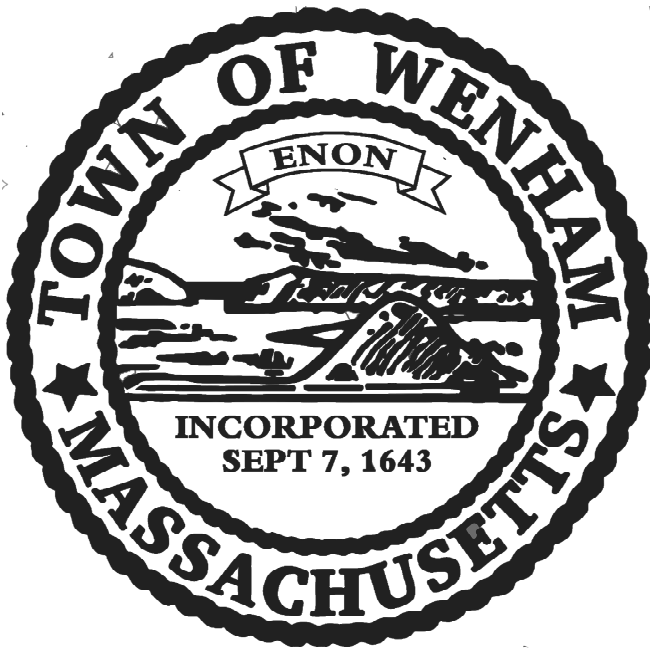


2018-2019
Annual Town Report
Part II

Warrant for the Annual Town Meeting
With Reports and Recommendations of
the Finance and Advisory Committee



Hearing on the Warrant
Monday, April 2, 2018
Buker School at 7:00 pm

Annual Town Meeting
Saturday, April 7, 2018
Buker School at 1:00 pm

Election Day
Thursday April 12, 2018
Wenham Town Hall at 7:00 am to 8:00 pm

Please bring this Part II with you to the Hearing and Town Meeting.
Matters to be voted on do not appear in Part I of the Town Report.

Wenham Finance and Advisory Committee

Fiscal 2019 Annual Report

To the Citizens of Wenham,

The Wenham Finance and Advisory Committee herein submits for your review, consideration, and action at the April 7, 2018 Annual Town Meeting, our recommended budget for the Fiscal Year 2019, which begins July 1, 2018.

It is apparent that the persistence of fiscal challenges before the Town - most notably the recent increases in Wenham's assessment for the Hamilton Wenham Regional School District (HWRSD) - has constrained its ability to manage operational and capital expenditures within its combined revenue and taxing authority. As a result, Wenham's Fiscal 2019 budget includes the Article 3 operating override for \$331,294 as a means of fully funding its share of the HWRSD cost. The Fiscal 2019 operating budget reflects an increase of \$1,147,876, or 6.43%, over the previous fiscal year, assuming the school operating override in Article 3 passes at Town Meeting and the ballot. If the override does not succeed, the Fiscal 2019 operating budget reflects an increase of \$816,573, or 4.6% over the previous fiscal year.

Schools Overview

The Finance and Advisory Committee has, in recent years, highlighted the need to balance our goal of meeting residents' expectations for our outstanding educational system with what the Town can afford. We believe a close look at the following three metrics is key to appreciating Wenham's education cost increases:

1. The HWRSD net operating budget increase,
2. Wenham's increasing apportionment of the HWRSD enrollment, relative to Hamilton's, and
3. The increase in Wenham's HWRSD assessment, as a function of #1 and #2.

First, the total proposed HWRSD net operating budget for Fiscal 2019 increases by \$1,694,242, or 6.9%, over Fiscal 2018. Key drivers of this increase include contractual salary increases, HWRSD's planned investment in special education programs, and the offsetting of \$177,000 in athletic user fee reductions.

Second, Wenham's enrollment-based apportionment for HWRSD is increasing to 35.4%, up from 34.6% in the current fiscal year. While this 0.75% increase may seem modest, a five-year view of Fiscal 2015 through Fiscal 2019 reveals a shift in HWRSD enrollment-based cost of 4.3% from Hamilton to Wenham. This enrollment shift has added \$1,058,000 to Wenham's assessment since 2015, independent of the annual HWRSD operating expense increases over that same period.

Third, Wenham's HWRSD Fiscal 2019 assessment, as impacted by the above factors, increases by 9.2% to \$10,053,013 (52.9% of Wenham's budgeted expenditures). Even a small increase in such a large budgetary item can have a significant effect: the increase in education costs represent 74% of Wenham's overall budget increase.

The suggestion that each of the metrics above be considered - not just the net cost alone - is to call out the importance of both managing operating budget increases and understanding the impact of student enrollment trends.

Town Overview

The Fiscal 2019 budget reflects an increase of 3.7% in Town expenses. Of this increase:

- 2.2% is attributed to increases in existing department salaries and other expenses detailed below,
- 1% is attributed to the new Shared Inspectional Services model, also described more in-depth below, and
- 0.5% is attributed to funding our OPEB (i.e. other post-employment benefits) liability within the operating budget, instead of using free cash.

Salaries

Town salaries increase by \$207,522 reflecting 2% COLA increases, contractual step increases, up to 2% in non-union personnel merit increases, and salary adjustments for non-union positions within the ranges established in the compensation and classification schedule.

Debt Service

Debt payments of both principle and interest will increase \$5,090 from the current fiscal year to \$562,245. The Town is seeking to issue debt (Article 14) for priority Iron Rail rental property infrastructure repairs (roofing and paving needs). Funding for this new debt issuance is expected to come from the Iron Rail Rental revolving account and, as such, it will have no impact on the operating budget or tax rate.

Free Cash and Capital Expenditures

Available free cash was certified at \$1,232,635. As with the prior two fiscal years, the operating budget includes the use of \$750,000 in free cash (Article 2). While these one-time funds had historically been applied to reduce the tax rate, they now are relied on to balance the budget. In addition,

- \$282,135 in free cash is retained in reserves per Town financial policies,
- \$200,500 in free cash is used to fund new capital items (Article 6), as was done in Fiscal 2018, including:
 - \$45,000 for Highway Dept. portable truck lift
 - \$45,000 for Highway Dept. road capital
 - \$40,000 for Highway Dept. front end loader
 - \$30,000 for Fire Dept. portable radios
 - \$18,000 for painting of Town Hall exterior
 - \$17,500 for Police Dept. administrative vehicle
 - \$5,000 for Building & Grounds Dept. purchase of Water Dept. truck.

The Water Dept. is also seeking to use \$54,000 of \$221,858 in available Water Surplus funds (Article 7) to purchase a new utility truck, and to transfer \$35,000 from the operating budget to a new Capital Reserve account (Article 8).

New Services

The proposed budget includes a new, shared Inspectional Services arrangement with Hamilton, designed to increase operational efficiencies and ensure the continuation of our already high level of service in this area. By aligning with Hamilton, we will bolster public safety and be better equipped to manage and support development within Wenham. As the lead community under this Intermunicipal Agreement, Wenham's budgeted costs will be mainly offset by receipts from Hamilton, with a net incremental impact on the Town's operating budget of less than \$5,000.

Group Insurance Commission (GIC) Cost Savings

Town employees voted to opt out of the state's health insurance program, saving the Town an estimated \$100,000 in premium costs from Fiscal 2018 actual to what was originally projected for Fiscal 2019. These one-time savings added significant levy capacity as we aimed to deliver a balanced budget during these challenging fiscal times.

Net Effect: Anticipated Tax Rate Impact¹ of Articles 1, 3, 4 and 5

Article 1 funds Wenham's Fiscal 2019 budget, inclusive of all departments and a portion of the HWRSD assessment equivalent to a 2.5% net HWRSD operating budget increase, the amount that could be accommodated within the levy limit after funding non-educational expenses. The net effect of Article 1 on the tax rate is estimated as follows:

¹ Override estimates based on the Fiscal 2019 Levy Limit of \$15,356,231 and \$792,256,064 Fiscal 2017 Total Valuation. Debt exclusion impacts based on a 20 year 4% bond with level annual debt service payments and declining interest payments.

- 3.1% tax rate increase, or an increase of \$0.59/1,000,
- Fiscal 2019 tax rate up to \$19.38 vs. current rate of \$18.79, and
- Tax bill increase of \$307 on a median home valued at \$520,450.

Article 3 invokes an operating override to fund the remaining HWRSD assessment not included in Article 1. If the operating override in Article 3 passes and is approved at the ballot, our Fiscal 2019 tax rate is projected to rise by 5.4%, resulting in an estimated tax bill increase of \$526 on a median home valued at \$520,450 when combined with Article 1. The net effect of Article 3 is estimated as follows:

- Exceeds (increases) levy limit by \$331,294,
- Incremental 2.2% tax rate increase, or an additional increase of \$0.42/1,000, which would mean a total tax rate of \$19.80.
 - \$0.34 for HWRSD Critical Priorities,
 - \$0.08 for Reduced Athletic User Fees, and
- Additional tax bill increase of \$219 on a median home valued at \$520,450.

Articles 4 and 5 allow for HWRSD debt exclusions in the amounts of \$850,000 for Winthrop Elementary sprinklers & fire alarms and \$2,600,000 for Safety, Accessibility, and Infrastructure projects respectively. The net effect of Articles 4 and 5 is estimated as follows:

- \$3,450,000 total project amount,
- 0.6% tax rate increase, or an additional increase of \$0.11/1,000, in Fiscal 2020
 - \$0.03 for the \$850,000 for Winthrop sprinklers & fire alarms
 - \$0.08 for the \$2,600,000 for Safety, Accessibility, & Infrastructure, and
- Additional tax bill increase of \$58 on a median home valued at \$520,450.

Fiscal Outlook for 2020 and Beyond

Wenham will continue to face the pressures of increasing municipal and educational costs carried by its residential tax base. While the Town will continue to manage its budget in a fiscally responsible manner, the possibility for future overrides remains. For practical purposes, a levy limit increase approved by residents this year represents a permanent increase in the taxing authority, but doesn't fully address increasing budget pressures. Thus, Wenham residents may well face an operating override in Fiscal 2020 – regardless of whether this year's override is approved.

In order to continue to provide quality Town services and an excellent education for our students, we must proactively address expense drivers as we seek creative sources of new revenues. Tax-efficient development is one way to address fiscal challenges - and while the Town has several permitted projects set to begin in the coming months, it will take a number of years to realize any significant additional new growth revenue from these efforts. We encourage the Towns of Wenham and Hamilton, together with HWRSD, to engage in collaborative discussion to seek opportunities for cost savings, jointly prioritize large-scale capital projects, and ensure the needs of our educators are met within a construct that is also affordable to our residents.

Given the complexities of the current budget process and override implications, the Wenham Finance and Advisory Committee seeks to hear opinions from residents, and to help them understand our role, recommendations for and potential impact of financial warrant articles. To that end, we are hosting a public budget forum on Thursday, March 22, 2018 at 7:00 PM at Town Hall. And as always, we hope you will join us at the Warrant Hearing on Monday, April 2, at 6:30 PM in The Buker Elementary School multi-purpose room.

WENHAM FINANCE AND ADVISORY COMMITTEE

Alex Begin, Chair

Michael Therrien, Vice-Chair

Carrie Jelsma

David Molitano

James Purdy

**WARRANT FOR THE ANNUAL TOWN MEETING
WENHAM, MASSACHUSETTS
Saturday April 7, 2018**

Essex, ss

To either of the Constables of Wenham, in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the inhabitants of said Town qualified to vote in Town Affairs and elections. The Town Meeting will take place in the Perkins Auditorium in the Bessie Buker School located at 1 School Street in said Town on Saturday, the seventh of April, 2018 at 1:00 PM. Voters of the Town are also notified to bring in their votes at the Annual Town Election for the Election of Town officers and the several questions to be determined by official ballot from 7:00 AM until 8:00 PM at the Wenham Town Hall, 138 Main Street, on the twelfth of April, 2018.

ARTICLE 1: Budget Appropriations

To see if the Town will determine what sum of money may be necessary to defray the Town's expenses of the twelve month period beginning July 1, 2018 and ending June 30, 2019 (Fiscal Year 2019) and to make appropriations for the same and to determine the source thereof. Or take any other action relative thereto.

Commentary: The FY 2019 budget, as recommended by the Board of Selectmen and Finance & Advisory Committee, totals \$18,672,060. The FY 2019 budget uses \$750,000 in FY 2017 free cash (see Article 2) to balance the budget and stay within the levy limit. See financial exhibits contained within the warrant for further details. If the FY 2019 budget outlined in Article 1 is accepted as recommended, overall local property taxation rises by \$469,742, in line with a 2.5% levy limit increase under Proposition 2½. This article includes funding for 2.5% of the Hamilton Wenham Regional School District's operating expense increase. Assuming no changes in the Town's overall property valuation, the tax rate is set to rise to \$19.38/1000, an increase of \$.59 or 3.1%, which translates into an increase of \$307 to the median single family home valued at \$520,450. These figures do not include any additional property tax rate increases associated with the potential approval of Articles 3, 4, and/or 5.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

Notes to Recap Sheet for FY 2019

REVENUE

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <u>Local Receipts:</u> Includes the following: | \$1,160,093 |
| Motor Vehicle Excise, Penalties and Interest, Payments in Lieu of Taxes, Charges for Services, Fees, Rentals, Departmental Revenue, Licenses and Permits, Fines and Forfeits, and Investment Income. | |
| <u>Water Revenue:</u> | \$427,395 |
| Raised from water use charges. Water receipts equal Water Budget: | |
| <u>Assessment to Hamilton: FY '18 apportionment:</u> | \$879,668 |
| Joint Library (66.60% Hamilton & 34.40% Wenham), Pleasant Pond & Joint Inspectional Services | |
| <u>Cherry Sheet Revenue:</u> | \$464,915 |
| FY '19 Estimate | |
| <u>Other Available Funds:</u> | |
| FY 2017 Certified Free Cash Used to Reduce Tax Rate (\$1,232,635 certified) | \$750,000 |

EXPENSES

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|
| <u>Cherry Sheet Charges:</u> | Assessed by the Commonwealth | \$229,414 |
| <u>Other Expenditures:</u> | | |
| Other charges that may be assessed to the town without appropriation; | | |
| This includes Cherry Sheet Offsets and any other deficits that may need to be raised | | |
| Public Libraries Offset Receipts | | \$9,328 |
| <u>Overlay:</u> Allowance for Abatements and Exemptions from Assessors | | |
| FY '19 Estimated | | \$135,000 |
| <u>Special Articles:</u> | | |
| The total dollar amount of the Finance and Advisory Committee's recommended expenditures under all of the warrant articles that affect the tax rate. | | |
| Article No. 11 | Cemetery funds transfer | \$7,500 |
| <u>Community Preservation Act Funds Debt Service</u> | | \$133,250 |
| <u>Other:</u> | | |
| <u>Fiscal Year Levy Limit:</u> From Department of Revenue RECAP Sheet | | \$14,161,216 |
| <u>Prop 2.5 levy increase</u> | | \$354,030 |
| <u>New Growth:</u> Value increases from new construction | | \$100,000 |
| <u>Tax Title:</u> Legal costs | | \$10,000 |
| <u>Proposition 2 ½ Debt Exclusion:</u> | | |
| Includes Joint Library Project, Town Hall/Police Station Project/Culverts, Drains, Roads and School Debt | | \$740,984 |
| <u>Community Preservation Act Funds Debt Service</u> | | \$133,250 |

**FY 2019 ARTICLE 1
SPRING ANNUAL TOWN MEETING - BUDGET SUMMARY ANALYSIS
COMPARISON OF FISCAL YEAR 2018 TO 2019**

| | ACTUAL - DOR FY2016 Recap | ACTUAL - DOR FY2017 Recap | ACTUAL - DOR FY2018 Recap | Projected FY2019 Receipts No Override | INCREASE (DECREASE) | Projected FY2019 Receipts Override | INCREASE (DECREASE) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------|------------------------------|----------------------------------------------------|-----------------------------------------|-------------------------------------------------|-----------------------------------------|
| REVENUES | | | | | | | |
| LOCAL RECEIPTS | \$ 967,371.00 | \$ 1,023,014.00 | \$ 977,147.00 | \$ 1,160,093.00 | \$ 182,946.00 | \$ 1,160,093.00 | \$ 182,946.00 |
| WATER - Special Revenue Fund | \$ 423,365.00 | \$ 417,438.00 | \$ 421,617.00 | \$ 427,395.00 | \$ 5,778.00 | \$ 427,395.00 | \$ 5,778.00 |
| ASSESSMENT from Hamilton - Joint Library & Pleasant Pond | \$ 703,625.00 | \$ 725,635.00 | \$ 751,203.00 | \$ 879,668.00 | \$ 128,465.00 | \$ 879,668.00 | \$ 128,465.00 |
| Local Receipt Subtotal | \$ 2,094,361.00 | \$ 2,166,087.00 | \$ 2,149,967.00 | \$ 2,467,156.00 | \$ 317,189.00 | \$ 2,467,156.00 | \$ 317,189.00 |
| COMMUNITY PRESERVATION ACT | \$ 1,007,178.00 | \$ 805,630.00 | \$ 669,850.00 | \$ 548,250.00 | \$ (121,600.00) | \$ 548,250.00 | \$ (121,600.00) |
| CHERRY SHEET REVENUE | \$ 415,625.00 | \$ 430,835.00 | \$ 448,610.00 | \$ 464,915.00 | \$ 16,305.00 | \$ 464,915.00 | \$ 16,305.00 |
| OTHER (Available Funds) | | | | | | | |
| Chapter 90 | \$ 227,368.00 | \$ 151,233.00 | \$ 150,626.00 | \$ 151,223.00 | \$ 597.00 | \$ 151,223.00 | \$ 597.00 |
| Cemetery Funds to offset DPW expenses | \$ 5,000.00 | \$ 5,000.00 | \$ 7,500.00 | \$ 7,500.00 | \$ - | \$ 7,500.00 | \$ - |
| FREE CASH USED FOR: | | | | | | | |
| Article 1: Operating Budget | \$ 425,000.00 | \$ 654,423.00 | \$ 742,195.00 | \$ 750,000.00 | \$ 7,805.00 | \$ 750,000.00 | \$ 7,805.00 |
| To Level the Tax Rate | \$ 328,037.00 | \$ 95,577.00 | \$ 7,805.00 | \$ - | \$ (7,805.00) | \$ - | \$ (7,805.00) |
| OVERLAY SURPLUS: | | | | | | | |
| To Level the Tax Rate | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL REVENUES | \$ 4,502,569.00 | \$ 4,308,785.00 | \$ 4,176,553.00 | \$ 4,389,044.00 | \$ 212,491.00 | \$ 4,389,044.00 | \$ 212,491.00 |
| EXPENDITURES | | | | | | | |
| ARTICLE 1 - SALARIES & WAGES | \$ 3,889,183.25 | \$ 3,955,778.00 | \$ 4,055,439.00 | \$ 4,269,961.00 | \$ 214,522.00 | \$ 4,269,961.00 | \$ 214,522.00 |
| ARTICLE 1 - TOWN EXPENSES | \$ 3,355,561.33 | \$ 3,424,475.00 | \$ 3,609,157.00 | \$ 3,668,187.00 | \$ 59,030.00 | \$ 3,668,187.00 | \$ 59,030.00 |
| ARTICLE 1 - TOWN DEBT SERVICE | \$ 682,824.33 | \$ 778,718.00 | \$ 670,810.00 | \$ 639,495.00 | \$ (31,315.00) | \$ 639,495.00 | \$ (31,315.00) |
| ARTICLE 1 - H W REG SCHOOL EXPENSES | \$ 7,734,075.00 | \$ 8,433,233.00 | \$ 8,870,591.00 | \$ 9,377,556.00 | \$ 506,965.00 | \$ 9,377,556.00 | \$ 506,965.00 |
| ARTICLE 3 - SCHOOL OVERRIDE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 331,294.00 | \$ 331,294.00 |
| ARTICLE 1 - SCHOOL DEBT | \$ 276,855.00 | \$ 340,410.00 | \$ 335,586.00 | \$ 344,154.00 | \$ 8,568.00 | \$ 344,154.00 | \$ 8,568.00 |
| ARTICLE 1 - REG VOCATIONAL SCHOOL EXPENSES | \$ 149,028.64 | \$ 189,550.00 | \$ 145,894.00 | \$ 143,217.00 | \$ (2,677.00) | \$ 143,217.00 | \$ (2,677.00) |
| ARTICLE 1 - REG VOCATIONAL SCHOOL DEBT | \$ 36,050.00 | \$ - | \$ 18,349.00 | \$ 16,829.00 | \$ (1,520.00) | \$ 16,829.00 | \$ (1,520.00) |
| ARTICLE 1 - CAPITAL | \$ 88,595.00 | \$ 159,000.00 | \$ 149,651.00 | \$ 172,652.00 | \$ 23,001.00 | \$ 172,652.00 | \$ 23,001.00 |
| TOTAL ARTICLE 1 | \$ 16,212,172.55 | \$ 17,281,165.00 | \$ 17,855,477.00 | \$ 18,632,051.00 | \$ 776,574.00 | \$ 18,963,345.00 | \$ 1,107,868.00 |
| CHERRY SHEET CHARGES (\$82,194 for ECRECC) | \$ 219,987.00 | \$ 223,661.00 | \$ 225,090.00 | \$ 229,414.00 | \$ 4,324.00 | \$ 229,414.00 | \$ 4,324.00 |
| CHERRY SHEET OFFSETS (Library Offset) | \$ 9,070.00 | \$ 9,188.00 | \$ 9,317.00 | \$ 9,328.00 | \$ 11.00 | \$ 9,328.00 | \$ 11.00 |
| OTHER DEFICITS TO BE RAISED | \$ - | \$ 10,460.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| OVERLAY (Allowance for Abatements) | \$ 198,467.39 | \$ 136,123.00 | \$ 135,182.45 | \$ 135,000.00 | \$ (182.45) | \$ 135,000.00 | \$ (182.45) |
| TAX TITLE | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ - | \$ (10,000.00) | \$ - | \$ (10,000.00) |
| COMMUNITY PRESERVATION ACT | | | | | | | |
| EXPENSES | \$ 856,456.00 | \$ 661,692.00 | \$ 534,400.00 | \$ 415,000.00 | \$ (119,400.00) | \$ 415,000.00 | \$ (119,400.00) |
| DEBT | \$ 150,722.00 | \$ 143,937.50 | \$ 135,450.00 | \$ 133,250.00 | \$ (2,200.00) | \$ 133,250.00 | \$ (2,200.00) |
| Article 12: Chapter 90 | \$ 227,368.00 | \$ 151,233.00 | \$ 150,626.00 | \$ 151,223.00 | \$ 597.00 | \$ 151,223.00 | \$ 597.00 |
| OPEB Stabilization Fund | \$ 20,000.00 | \$ 20,000.00 | \$ - | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 |
| Cemetery | \$ 5,000.00 | \$ 5,000.00 | \$ 7,500.00 | \$ - | \$ (7,500.00) | \$ - | \$ (7,500.00) |
| TOTAL EXPENDITURES | \$ 17,909,242.94 | \$ 18,652,459.50 | \$ 19,063,042.45 | \$ 19,745,266.00 | \$ 682,223.55 | \$ 20,076,560.00 | \$ 1,013,517.55 |
| NET AMOUNT TO BE RAISED (Total expenditures less total revenues. This amount is subject to the levy limit) | \$ 13,406,673.94 | \$ 14,343,674.50 | \$ 14,886,489.45 | \$ 15,356,222.00 | \$ 469,732.55 | \$ 15,687,516.00 | \$ 801,026.55 |
| PRIOR FISCAL YEAR LEVY LIMIT | | | | | | | |
| 2 1/2% Increase | \$ 12,809,252.42 | \$ 13,192,578.73 | \$ 13,612,731.00 | \$ 14,161,216.00 | \$ 548,485.00 | \$ 14,161,216.00 | \$ 548,485.00 |
| Current New Growth (Value increases from new building) | \$ 320,231.31 | \$ 329,814.47 | \$ 340,318.00 | \$ 354,030.00 | \$ 13,712.00 | \$ 354,030.00 | \$ 13,712.00 |
| | \$ 63,095.00 | \$ 90,337.00 | \$ 208,167.00 | \$ 100,000.00 | \$ (108,167.00) | \$ 100,000.00 | \$ (108,167.00) |
| LEVY LIMIT - before adding current year debt exclusion | \$ 13,192,578.73 | \$ 13,612,730.20 | \$ 14,161,216.00 | \$ 14,615,246.00 | \$ 454,030.00 | \$ 14,615,246.00 | \$ 454,030.00 |
| PROP 2 1/2 DEBT EXCLUSION School Debt, Town Hall/Police Station, Joint Library | \$ 792,482.00 | \$ 807,410.00 | \$ 725,578.00 | \$ 740,984.00 | \$ 15,406.00 | \$ 740,984.00 | \$ 15,406.00 |
| LEVY LIMIT - Maximum Allowable Levy (Net Amount To Be Raised cannot be higher than this) | \$ 13,985,060.73 | \$ 14,420,140.20 | \$ 14,886,794.00 | \$ 15,356,230.00 | \$ 469,436.00 | \$ 15,356,230.00 | \$ 469,436.00 |
| GAP: Levy Limit minus the Net Amount To Be Raised. (If this amount is negative it is beyond the Levy Limit and is not allowable without an override) | \$ 578,386.79 | \$ 76,465.70 | \$ 304.55 | \$ 8.00 | \$ (296.55) | \$ (331,286.00) | \$ (331,590.55) |
| PROPERTY VALUATION | | | | | | | |
| | \$ 789,556,796.00 | \$ 782,524,552.00 | \$ 792,256,064.00 | \$ 792,256,064.00 | | \$ 792,256,064.00 | |
| TAX RATE - (Net Amount to be Raised divided by property valuation * \$1,000) | \$ 16.98 | \$ 18.33 | \$ 18.79 | \$ 19.38 | \$ 0.59 INCREASE/(DECREASE) 3.16% | \$ 19.80 | \$ 1.01 INCREASE/(DECREASE) 5.38% |

4/7/2018

All FY 2019 salaries listed are based on a 52.0 week year

| ITEM NO. | ITEM <u>GENERAL GOVERNMENT</u> | Adopted Budget 7/1/2014 6/30/2015 | Adopted Budget 7/1/2015 6/30/2016 | Adopted Budget 7/1/2016 6/30/2017 | Adopted Budget 7/1/2017 6/30/2018 | Proposed Budget 7/1/2018 6/30/2019 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| 114 | MODERATOR | | | | | |
| 114-5200 | EXPENSES | 50 | 50 | 50 | 50 | 50 |
| 122 | SELECTMEN | | | | | |
| 122-5100 | SALARIES <i>(Chairman @ \$4,351/year, 2 Members @ \$3,339/year)</i> | 10,812 | 10,812 | 10,920 | 11,139 | 11,029 |
| 122-5200 | EXPENSES | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | TOTAL - SELECTMEN | 12,812 | 12,812 | 12,920 | 13,139 | 13,029 |
| 123 | TOWN ADMINISTRATOR | | | | | |
| 123-5100 | SALARY <i>(Town Administrator @ 132,000/year)</i> | 102,393 | 104,441 | 106,050 | 114,240 | 132,000 |
| 123-5200 | EXPENSES | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| | TOTAL - TOWN ADMINISTRATOR | 104,893 | 106,941 | 108,550 | 116,740 | 134,500 |
| 131 | FINANCE & ADVISORY COMMITTEE | | | | | |
| 131-5200 | EXPENSES | 250 | 250 | 250 | 250 | 250 |
| 132 | RESERVE FUND MGL C.40, S.6 | | | | | |
| 132-5700 | RESERVE FUND | 150,000 | 175,000 | 190,000 | 125,000 | 125,000 |
| 135 | TOWN ACCOUNTANT (MOVED TO FINANCE) | | | | | |
| 135-5100 | SALARY & WAGES | 0 | 0 | 0 | 0 | 0 |
| 135-5200 | EXPENSES | 56,650 | 0 | 0 | 0 | 0 |
| | TOTAL - TOWN ACCOUNTANT | 56,650 | 0 | 0 | 0 | 0 |
| 139 | MUNICIPAL AUDIT | | | | | |
| 139-5300 | CONTRACT SERVICES - Municipal Audit | 24,000 | 22,000 | 22,000 | 23,500 | 23,500 |
| | CONTRACT SERVICES - Actuarial Valuation | | 5,000 | 0 | 0 | 0 |
| | TOTAL - MUNICIPAL AUDIT | 24,000 | 27,000 | 22,000 | 23,500 | 23,500 |
| 141 | ASSESSORS | | | | | |
| 141-5100 | SALARY & WAGES <i>(P/T Chief Assessor @ \$37,143/year for 20 hrs/wk)</i> <i>(Asst Assessor @ \$25,960/year for 18 hrs/wk)</i> | 58,423 | 60,453 | 59,679 | 61,280 | 63,103 |
| 141-5200 | EXPENSES | 10,574 | 12,150 | 12,150 | 12,150 | 13,150 |
| 141-5800 | CAPITAL - Measure List | | 10,000 | 0 | 0 | 0 |
| | TOTAL - ASSESSORS | 68,997 | 82,603 | 71,829 | 73,430 | 76,253 |
| 145 | TREASURER / COLLECTOR (MOVED TO FINANCE) | | | | | |
| 145-5100 | SALARY & WAGES | 63,357 | 0 | 0 | 0 | 0 |
| 145-5200 | EXPENSES | 77,010 | 0 | 0 | 0 | 0 |
| | TOTAL - FINANCE DIR. TREASURER/COLLECTOR | 140,367 | 0 | 0 | 0 | 0 |

4/7/2018

All FY 2019 salaries listed are based on a 52.0 week year

| ITEM NO. | ITEM | Adopted Budget 7/1/2014 6/30/2015 | Adopted Budget 7/1/2015 6/30/2016 | Adopted Budget 7/1/2016 6/30/2017 | Adopted Budget 7/1/2017 6/30/2018 | Proposed Budget 7/1/2018 6/30/2019 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| 149 | FINANCE DEPARTMENT | | | | | |
| 149-5100 | SALARY & WAGES <i>(Finance Director / Treasurer/Collector @ \$85,246/year for 40 hrs/wk)</i> <i>Town Accountant @ \$76,742/year for 40 hrs/wk)</i> <i>(Finance Assistant @ \$33,790/year for 30 hrs/wk)</i> | 0 | 172,226 | 170,853 | 187,551 | 195,778 |
| 149-5200 | EXPENSES | 10,574 | 25,400 | 26,400 | 37,500 | 32,950 |
| | TOTAL - FINANCE DEPARTMENT | <u>10,574</u> | <u>197,626</u> | <u>197,253</u> | <u>225,051</u> | <u>228,728</u> |
| 151 | TOWN COUNSEL / LEGAL | | | | | |
| 151-5210 | CONTRACT SERVICES - RETAINER | 7,000 | 7,000 | 7,000 | 0 | 0 |
| 151-5220 | CONTRACT SERVICES - OUTSIDE COUNSEL | 15,000 | 40,000 | 48,000 | 50,000 | 55,000 |
| | TOTAL - TOWN COUNSEL/LEGAL | <u>22,000</u> | <u>47,000</u> | <u>55,000</u> | <u>50,000</u> | <u>55,000</u> |
| 155 | INFORMATION TECHNOLOGY | | | | | |
| 155-5200 | EXPENSES | 56,124 | 61,036 | 50,387 | 55,254 | 64,014 |
| 155-5800 | CAPITAL | 35,000 | 10,000 | 10,000 | 7,000 | 7,000 |
| | TOTAL - INFORMATION TECHNOLOGY | <u>91,124</u> | <u>71,036</u> | <u>60,387</u> | <u>62,254</u> | <u>71,014</u> |
| 160 | TOWN HALL | | | | | |
| 160-5100 | SALARY & WAGES <i>(Administrative Assistant @ \$55,941/year for 36.5/hrs/wk)</i> <i>(Special Projects Asst. @ \$27,765/year for 18.25/hrs/wk)</i> <i>(Minute Taker - \$9,454/year)</i> <i>(\$29,105k Placeholder for Potential 2% Merit Increases for non-union staff)</i> | 61,169 | 75,909 | 74,568 | 104,060 | 122,265 |
| 160-5200 | EXPENSES | 51,870 | 51,870 | 47,720 | 47,720 | 47,720 |
| 160-5310 | Minutes Taker - Moved to Salary & Wages | 4,692 | 8,401 | 8,401 | 8,569 | 0 |
| | TOTAL - TOWN HALL | <u>117,731</u> | <u>136,180</u> | <u>130,689</u> | <u>160,349</u> | <u>169,985</u> |
| 161 | TOWN CLERK | | | | | |
| 161-5100 | SALARY & WAGES <i>(Town Clerk @ \$61,369/year for 36.5 hrs./wk.)</i> <i>(Registrar Stipend \$169/year)</i> <i>(Election coverage totaling \$4,160)</i> <i>(Administrative Assistant @ \$10,789/year 680 hours/yr @ \$15.87)</i> <i>(Town Clerk Certification Stipend \$1,000/year)</i> | 87,349 | 64,991 | 65,818 | 65,039 | 77,487 |
| 161-5200 | EXPENSES | 11,034 | 10,765 | 16,930 | 12,555 | 12,855 |
| | TOTAL - TOWN CLERK | <u>98,383</u> | <u>75,756</u> | <u>82,748</u> | <u>77,594</u> | <u>90,342</u> |
| 170 | PLANNING & LAND USE | | | | | |
| 170-5100 | SALARY & WAGES <i>(Planning Coordinator @ \$69,122/year for 38 hrs/wk)</i> | 77,029 | 67,783 | 47,797 | 57,105 | 69,122 |
| 171-5200 | EXPENSES - Conservation/Planning/Zoning | 2,990 | 6,450 | 6,250 | 4,900 | 6,155 |
| 175-5200 | EXPENSES - Planning | 500 | 500 | 0 | 0 | 0 |
| 176-5200 | EXPENSES - Board of Appeals | 500 | 500 | 0 | 0 | 0 |
| | TOTAL - PLANNING & LAND USE | <u>81,019</u> | <u>75,233</u> | <u>54,047</u> | <u>62,005</u> | <u>75,277</u> |

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All FY 2019 salaries listed are based on a 52.0 week year

| ITEM NO. | ITEM | Adopted Budget 7/1/2014 6/30/2015 | Adopted Budget 7/1/2015 6/30/2016 | Adopted Budget 7/1/2016 6/30/2017 | Adopted Budget 7/1/2017 6/30/2018 | Proposed Budget 7/1/2018 6/30/2019 |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| 192 | BUILDING & GROUNDS MAINTENANCE | | | | | |
| 192-5100 | SALARIES & WAGES <i>(Facilities Director @ \$70,006/year for 40 hrs/wk)</i> <i>(Summer help - 2 workers @ \$10,000)</i> <i>(Clock Winder - \$1,241/year - Stipend)</i> | 101,874 | 82,177 | 88,069 | 81,194 | 81,247 |
| 192-5200 | EXPENSES | 70,347 | 73,347 | 73,347 | 73,989 | 78,989 |
| 192-5800 | CAPITAL | 4,750 | 0 | 0 | 0 | 0 |
| | TOTAL - BUILDING & GROUNDS MAINTENANCE | 176,971 | 155,524 | 161,416 | 155,183 | 160,236 |
| 195 | TOWN REPORT | | | | | |
| 195-5200 | EXPENSES | 0 | 5,000 | 5,000 | 5,500 | 5,700 |
| 199 | IRON RAIL PROPERTY | | | | | |
| 199-5100 | SALARY & WAGES <i>(Janitorial staff @ \$6,973/year for 7 hrs/wk)</i> | 13,857 | 14,134 | 14,275 | 7,102 | 6,973 |
| 199-5200 | EXPENSES | 34,970 | 36,470 | 36,470 | 36,470 | 36,470 |
| 199-5800 | CAPITAL | 3,000 | 6,000 | 0 | 0 | 0 |
| | TOTAL - IRON RAIL PROPERTY | 51,827 | 56,604 | 50,745 | 43,572 | 43,443 |
| | TOTAL GENERAL GOVERNMENT | 1,197,074 | 1,224,615 | 1,202,884 | 1,193,617 | 1,272,307 |
| | <u>PROTECTION OF PERSONS AND PROPERTY</u> | | | | | |
| 210 | POLICE | | | | | |
| 210-5100 | SALARIES & WAGES <i>(Chief @ \$128,896/year)</i> <i>(9 officers totaling \$746,091)</i> <i>(Part Time Officers totaling \$196,244)</i> <i>(Administrative Assistant @ \$48,248/year)</i> <i>(Overtime totaling \$111,418)</i> <i>(Animal Control Officer @ \$20,569/year)</i> <i>(Pleasant Pond Life Guards & Gatekeepers @ \$19,760/year)</i> | 1,099,873 | 1,188,792 | 1,251,067 | 1,237,224 | 1,271,226 |
| 210-5200 | EXPENSES | 109,109 | 109,680 | 122,930 | 125,266 | 123,216 |
| 210-5800 | CAPITAL <i>Purchase of new front line cruiser @ \$40,000</i> | 87,600 | 38,000 | 38,000 | 40,000 | 40,000 |
| | TOTAL - POLICE | 1,296,582 | 1,336,472 | 1,411,997 | 1,402,490 | 1,434,442 |
| 220 | FIRE | | | | | |
| 220-5100 | SALARIES & STIPENDS <i>(Chief @ \$104,463/year)</i> <i>(Fire Prevention Officer @ \$94,711/year)</i> <i>(F/T Firefighter @ \$51,612/year)</i> <i>(Administrative Assistant @ \$6,684/year)</i> <i>(Training, OT & EMT, Deputy, Captain, Lieutenant Stipends, \$129,566)</i> | 579,297 | 623,636 | 384,288 | 401,285 | 387,036 |

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| ITEM NO. | ITEM | Adopted Budget 7/1/2014 6/30/2015 | Adopted Budget 7/1/2015 6/30/2016 | Adopted Budget 7/1/2016 6/30/2017 | Adopted Budget 7/1/2017 6/30/2018 | Proposed Budget 7/1/2018 6/30/2019 |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| 220-5110 | ON-CALL WAGES | 0 | 0 | 206,091 | 201,220 | 202,995 |
| 220-5200 | EXPENSES | 84,048 | 94,270 | 116,820 | 133,286 | 123,961 |
| 220-5800 | CAPITAL | 77,978 | 15,000 | 15,000 | 15,000 | 0 |
| | TOTAL - FIRE | 741,323 | 732,906 | 722,199 | 750,791 | 713,992 |
| 240 | PERMITTING - INSPECTIONAL SERVICES | | | | | |
| 240-5100 | SALARIES & WAGES (Permitting Coordinator @ \$27,961/year for 18.25 hrs/wk.) Building Commissioner @ \$68,316/year (Plumbing Inspector @ \$10,800/year) (Electrical Inspector @ \$24,000/year) (Back-up Plumbing & Gas Inspector @ \$2,400/year) (Back-up Electrical Inspector @\$3,000/year) (Back-up Building Inspector @\$2,475/year) | 35,300 | 36,006 | 58,369 | 60,475 | 138,952 |
| 240-5200 | EXPENSES (Building, Plumbing & Electrical) | 2,757 | 2,757 | 7,557 | 6,757 | 15,000 |
| 240-5800 | CAPTIAL | | | | | 3,000 |
| | TOTAL - PERMITTING - INSPECTIONAL SERVICES | 38,057 | 38,763 | 65,926 | 67,232 | 156,952 |
| | TOTAL - PERMITTING - INSPECTIONAL SERVICES | 2,757 | 2,757 | 7,557 | 6,757 | 174,952 |
| 294 | TREE WARDEN | | | | | |
| 294-5100 | SALARY (@ \$1,660/year) | 1,549 | 1,579 | 1,595 | 1,627 | 1,660 |
| 294-5200 | EXPENSES | 20,300 | 30,300 | 25,800 | 25,800 | 25,800 |
| | TOTAL - TREE WARDEN | 21,849 | 31,879 | 27,395 | 27,427 | 27,460 |
| | TOTAL PROTECTION OF PERSONS & PROPERTY | 2,097,811 | 2,140,020 | 2,227,517 | 2,247,940 | 2,332,846 |
| | <u>SCHOOLS</u> | | | | | |
| 310 | REGIONAL SCHOOL DISTRICT | | | | | |
| 310-5200 | ASSESSMENT - Wenham Share | 7,338,512 | 7,734,075 | 8,433,233 | 8,870,591 | 9,708,859 |
| 315 | REGIONAL SCHOOL DEBT | | | | | |
| 315-5910 | PRINCIPAL & INTEREST (1997 New Middle School) | 233,655 | 237,053 | 245,696 | 248,192 | 247,816 |
| 315-5900 | PRINCIPAL & INTEREST (Cutler Roof) | 38,797 | 39,802 | 42,610 | 42,129 | 45,451 |
| 315-5900 | PRINCIPAL & INTEREST (Buker & Winthrop Boiler) | 0 | 0 | 52,104 | 45,265 | 42,049 |
| 315-5911 | WINTHROP SPRINKLER & INFRASTRUCTURE | 0 | 0 | 0 | 0 | 8,838 |
| | TOTAL - PRINCIPAL & INTEREST | 272,452 | 276,855 | 340,410 | 335,586 | 344,154 |
| | TOTAL - HAMILTON/WENHAM REGIONAL SCHOOL DISTRICT | 7,610,964 | 8,010,930 | 8,773,643 | 9,206,177 | 10,053,013 |
| 320 | REGIONAL VOCATIONAL SCHOOL DISTRICT | | | | | |
| 320-5200 | ASSESSMENT - Wenham Share | 144,688 | 149,029 | 189,550 | 145,894 | 143,217 |
| 320-5910 | INTEREST - New Regional Technical School Building | 35,000 | 36,050 | 0 | 18,349 | 16,829 |
| | TOTAL - REGIONAL VOCATIONAL SCHOOL DISTRICT | 179,688 | 185,079 | 189,550 | 164,243 | 160,046 |
| | TOTAL EDUCATION | 7,790,652 | 8,196,009 | 8,963,193 | 9,370,420 | 10,213,059 |

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| ITEM NO. | ITEM | Adopted Budget 7/1/2014 6/30/2015 | Adopted Budget 7/1/2015 6/30/2016 | Adopted Budget 7/1/2016 6/30/2017 | Adopted Budget 7/1/2017 6/30/2018 | Proposed Budget 7/1/2018 6/30/2019 |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| <u>DEPARTMENT OF PUBLIC WORKS</u> | | | | | | |
| 422 | HIGHWAY DEPARTMENT | | | | | |
| 422-5100 | SALARIES & WAGES (DPW Director @ \$108,522/year) (Foreman @ \$70,705/year) (6 f/t positions totaling \$320,947/year) (Administrative Assistant \$29,274/year @ 23.5 hrs/wk) (Summer Help/Leaf Pick up/ etc. - \$8,603) (OT \$13,362) | 514,258 | 520,498 | 523,131 | 548,447 | 551,413 |
| 422-5200 | EXPENSES | 242,344 | 257,344 | 223,344 | 219,304 | 219,304 |
| 422-5800 | CAPITAL | 86,500 | 0 | 96,000 | 83,020 | 83,020 |
| | TOTAL - HIGHWAY DEPARTMENT | 843,102 | 777,842 | 842,475 | 850,771 | 853,737 |
| 423 | SNOW REMOVAL | | | | | |
| 423-5100 | WAGES | 36,050 | 36,050 | 36,050 | 36,050 | 36,050 |
| 423-5200 | EXPENSES | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 |
| | TOTAL - SNOW REMOVAL | 106,050 | 106,050 | 106,050 | 106,050 | 106,050 |
| 424 | STREET LIGHTING | | | | | |
| 424-5200 | EXPENSES | 47,947 | 52,000 | 40,000 | 30,574 | 18,000 |
| 433 | REFUSE COLLECTION AND DISPOSAL | | | | | |
| 433-5300 | EXPENSES | 262,000 | 233,659 | 240,669 | 365,000 | 386,000 |
| 491 | CEMETERY | | | | | |
| 491-5100 | SALARIES & WAGES -(Burial Agent - \$3,122/year stipend) | 3,379 | 5,947 | 3,481 | 3,180 | 3,122 |
| 491-5200 | EXPENSES | 4,200 | 4,900 | 4,900 | 6,100 | 6,600 |
| | TOTAL - CEMETERY | 7,579 | 10,847 | 8,381 | 9,280 | 9,722 |
| | TOTAL DEPARTMENT OF PUBLIC WORKS | 1,266,678 | 1,180,398 | 1,237,575 | 1,361,675 | 1,373,509 |
| <u>HEALTH AND HUMAN SERVICES</u> | | | | | | |
| 510 | BOARD OF HEALTH | | | | | |
| 510-5100 | SALARIES (Inspector of Animals @ \$2,541/year) (Assistant Health Agent @ \$3,153/year) (Public Health Nurse @ \$6,690/year) | 8,012 | 8,170 | 12,023 | 12,261 | 12,384 |
| 510-5200 | EXPENSES | 18,820 | 18,820 | 19,370 | 19,935 | 20,643 |
| 510-5300 | CONTRACT SERVICE | 0 | 0 | 0 | 0 | 0 |
| | TOTAL - BOARD OF HEALTH | 26,832 | 26,990 | 31,393 | 32,196 | 33,027 |

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| ITEM NO. | ITEM | Adopted Budget 7/1/2014 6/30/2015 | Adopted Budget 7/1/2015 6/30/2016 | Adopted Budget 7/1/2016 6/30/2017 | Adopted Budget 7/1/2017 6/30/2018 | Proposed Budget 7/1/2018 6/30/2019 |
|-------------|------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| 541 | COUNCIL ON AGING | | | | | |
| 541-5100 | SALARIES (COA Director @\$49,986/year) (5 P/T Staff, Drivers totaling \$37,122/year) | 72,247 | 75,535 | 84,021 | 81,886 | 87,108 |
| 541-5200 | EXPENSES | 24,920 | 28,874 | 20,274 | 20,274 | 20,274 |
| | TOTAL - COUNCIL ON AGING | 97,167 | 104,409 | 104,295 | 102,160 | 107,382 |
| 543 | VETERAN'S BENEFITS | | | | | |
| 543-5200 | EXPENSES | 1,776 | 1,900 | 1,900 | 1,900 | 1,919 |
| 543-5210 | REGIONAL DISTRICT ASSESSMENT | 20,000 | 19,500 | 20,085 | 21,000 | 21,420 |
| | TOTAL VETERAN'S BENEFITS | 21,776 | 21,400 | 21,985 | 22,900 | 23,339 |
| | TOTAL HEALTH & HUMAN SERVICES | 145,775 | 152,799 | 157,673 | 157,256 | 163,748 |
| | <u>CULTURE and RECREATION</u> | | | | | |
| 620 | JOINT LIBRARY | | | | | |
| 620-5100 | SALARIES & WAGES | | | | | |
| 620-5100-1 | (Director) | 74,765 | 76,644 | 80,647 | 83,483 | 86,801 |
| | SUBTOTAL ADMINISTRATION | 74,765 | 76,644 | 80,647 | 83,483 | 86,801 |
| 620-5100-2 | (Head Reference) | 47,488 | 47,320 | 49,943 | 51,743 | 53,818 |
| 620-5100-4 | (Young Adult Librarian) | 46,965 | 46,713 | 49,941 | 51,327 | 53,406 |
| 620-5100-5 | (Children's) | 50,703 | 48,518 | 49,562 | 52,748 | 54,859 |
| 620-5100-6 | (Head of Circulation) | 46,626 | 46,430 | 49,494 | 51,015 | 53,074 |
| 620-5100-7 | (Administrative Librarian) | 46,262 | 46,001 | 49,185 | 50,518 | 52,576 |
| 620-5100-8 | (Technical Services) | 57,268 | 57,364 | 57,928 | 58,615 | 59,766 |
| 620-5100-9 | (Assistant Director) | 50,018 | 49,736 | 55,940 | 58,056 | 60,418 |
| 620-5100-11 | (Generalist) | 46,693 | 46,380 | 48,744 | 50,965 | 53,036 |
| | (Placeholder for Wage Matrix) | | 13,719 | 0 | 0 | 0 |
| | SUBTOTAL PROFESSIONAL | 392,023 | 402,181 | 410,737 | 424,987 | 440,953 |
| 620-5100-10 | (Support Staff - 7 Part-time Positions @ various hourly wages) (Shelvers - total 20 hrs/wk) | 78,939 | 78,556 | 102,302 | 105,776 | 110,209 |
| | | 17,810 | 17,810 | 0 | 0 | 0 |
| | SUBTOTAL SUPPORT STAFF | 96,749 | 96,366 | 102,302 | 105,776 | 110,209 |
| | TOTAL SALARIES | 563,537 | 575,191 | 593,686 | 614,246 | 637,963 |
| 620-5200 | EXPENSES | | | | | |
| 620-5200-1 | (Library Books) | 122,814 | 122,814 | 125,814 | 127,814 | 130,814 |
| 620-5200-2 | (Subscriptions & Periodicals) | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 620-5200-3 | (Technology) | 43,757 | 44,938 | 46,404 | 48,668 | 49,694 |
| 620-5200-5 | (General Supplies) | 12,265 | 12,265 | 12,265 | 12,765 | 12,627 |
| 620-5200-6 | (Memberships, Conference & Travel) | 816 | 916 | 916 | 916 | 916 |
| 620-5200-7 | (Programs) | 500 | 500 | 500 | 500 | 500 |

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|-------------|-----------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| 620-5200-8 | (Heat & Utilities) | 55,250 | 55,540 | 55,540 | 53,540 | 53,540 |
| 620-5200-9 | (Maintenance of Building & Grounds) | 40,101 | 41,101 | 39,635 | 41,135 | 45,105 |
| | TOTAL LIBRARY EXPENSES | 285,503 | 288,074 | 291,074 | 295,338 | 303,196 |
| 620-5800-10 | CAPITAL | 0 | 9,595 | 0 | 0 | 0 |
| | TOTAL - LIBRARY | 849,040 | 872,860 | 884,760 | 909,584 | 941,159 |
| 640 | JOINT RECREATION PROGRAM | | | | | |
| 640-5200 | OTHER - JT. RECREATION PROGRAM EXPENSE (Includes IDC model administrative fee to Hamilton) | | | | | |
| | EXPENSES | 56,000 | 70,000 | 68,615 | 68,784 | 97,140 |
| 650 | PARKS DEPARTMENT (Moved to Police Dept.) | | | | | |
| 650-5100 | WAGES (Summer Help) | 3,877 | 0 | 0 | 0 | 0 |
| 650-5200 | EXPENSES | 6,052 | 0 | 0 | 0 | 0 |
| | TOTAL - PARKS DEPARTMENT | 9,929 | 0 | 0 | 0 | 0 |
| 691 | HISTORIC DISTRICT COMMISSION | | | | | |
| 691-5200 | EXPENSES | 200 | 200 | 200 | 200 | 200 |
| | TOTAL CULTURE AND RECREATION | 915,169 | 943,060 | 953,575 | 978,568 | 1,038,499 |
| | <u>FIXED CHARGES</u> | | | | | |
| 840 | INTERGOVERNMENTAL | | | | | |
| 911-5200 | ECO - RETIREE ASSESSMENT | 0 | 19,250 | 19,866 | 20,101 | 20,717 |
| 911 | RETIREMENT | | | | | |
| 911-5200 | ESSEX REGIONAL RETIREMENT ASSESSMENT | 510,403 | 574,214 | 597,599 | 668,111 | 728,457 |
| 911-5220 | FORMER EMPLOYEE PENSION | 5,800 | 6,206 | 6,640 | 0 | 0 |
| | TOTAL - RETIREMENT | 516,203 | 580,420 | 604,239 | 668,111 | 728,457 |
| 914 | EMPLOYEE BENEFITS | | | | | |
| 914-5200 | GROUP INSURANCE (Health & Life - Town Share) | 590,115 | 604,154 | 646,445 | 691,696 | 638,415 |
| 914-5220 | UNEMPLOYMENT | 5,000 | 20,000 | 17,000 | 7,000 | 7,000 |
| | TOTAL - EMPLOYEE BENEFITS | 595,115 | 624,154 | 663,445 | 698,696 | 645,415 |
| 916 | FICA / MEDICARE | | | | | |
| 916-5200 | EXPENSES | 48,000 | 53,455 | 55,069 | 56,721 | 57,856 |
| 945 | GENERAL INSURANCE | | | | | |
| 945-5200 | EXPENSES | 113,900 | 120,000 | 123,600 | 123,600 | 127,308 |
| | TOTAL - GENERAL INSURANCE | 113,900 | 120,000 | 123,600 | 123,600 | 127,308 |
| 991 | OTHER POST EMPLOYMENT BENEFITS - OPEB | | | | | |
| 991-5960 | EXPENSES | 0 | 0 | 0 | 0 | 40,000 |

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|-------------|----------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| | TOTAL FIXED CHARGES | <u>1,273,218</u> | <u>1,397,279</u> | <u>1,466,219</u> | <u>1,567,229</u> | <u>1,619,753</u> |
| | <u>TOWN DEBT - PRINCIPAL & INTEREST</u> | | | | | |
| 710 | PRINCIPAL | | | | | |
| 710-5910-3 | PRINCIPAL - JOINT LIBRARY | 70,000 | 74,600 | 60,000 | 60,000 | 50,000 |
| 710-5910-4 | PRINCIPAL - LIBRARY LEASE/PURCHASE | 15,000 | 13,600 | 15,000 | 15,000 | 15,000 |
| 710-5910-5 | PRINCIPAL - TOWN HALL PROJ (\$244,000) | 15,000 | 9,100 | 10,000 | 10,000 | 10,000 |
| 710-5910-6 | PRINCIPAL- TOWN HALL / POLICE PROJECT | 220,000 | 232,500 | 235,000 | 210,000 | 200,000 |
| 710-5910-8 | PRINCIPAL - FIRE ENGINE (Quint - Debt Exclusion) | 45,000 | 45,000 | 45,000 | | |
| 710-5910-9 | PRINCIPAL - Culvert/Drainage Road Repair | 39,000 | 39,000 | 39,000 | 40,000 | 76,000 |
| 710-5910-11 | PRINCIPAL - ESCO | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| 710-5910-13 | PRINCIPAL - HIGHWAY TRACKLESS MACHINE (Loan) | 30,000 | 25,000 | 0 | | |
| 710-5910-14 | PRINCIPAL - STATE HOUSE NOTE '15 - FIRE TRUCK | | | 127,000 | 120,000 | 120,000 |
| | Subtotal - Principal | <u>458,000</u> | <u>462,800</u> | <u>555,000</u> | <u>479,000</u> | <u>495,000</u> |
| 751 | INTEREST | | | | | |
| 751-5915-3 | INTEREST - JOINT LIBRARY | 18,125 | 4,966 | 3,800 | 2,600 | 1,500 |
| 751-5915-4 | INTEREST - LIBRARY LEASE/PURCHASE | 4,418 | 1,291 | 1,050 | 750 | 450 |
| 751-5915-5 | INTEREST - TOWN HALL PROJ (\$244,000) | 3,183 | 861 | 700 | 500 | 300 |
| 751-5915-6 | INTEREST - TOWN HALL / POLICE PROJECT | 101,473 | 62,178 | 54,075 | 47,150 | 43,050 |
| 751-5915-8 | INTEREST - FIRE ENGINE (Quint - Debt Exclusion) | 4,782 | 2,869 | 956 | | |
| 751-5915-9 | INTEREST - Culvert/Drainage Road Repair | 14,728 | 13,948 | 13,119 | 12,230 | 10,830 |
| 751-5915-11 | INTEREST - ESCO | 5,520 | 5,040 | 4,530 | 3,990 | 3,420 |
| 751-5915-12 | INTEREST - HIGHWAY TRACKLESS MACHINE (Loan) | 1,485 | 675 | 0 | | |
| 751-5915-14 | INTEREST - STATE HOUSE NOTE '15 - FIRE TRUCK | | | 21,862 | 10,935 | 7,695 |
| | Subtotal - Interest | <u>153,714</u> | <u>91,828</u> | <u>100,092</u> | <u>78,155</u> | <u>67,245</u> |
| | TOTAL TOWN DEBT | <u>611,714</u> | <u>554,628</u> | <u>655,092</u> | <u>557,155</u> | <u>562,245</u> |
| | TOTAL GENERAL FUND | <u>15,298,091</u> | <u>15,788,808</u> | <u>16,863,728</u> | <u>17,433,860</u> | <u>18,575,966</u> |

4/7/2018

All FY 2019 salaries listed are based on a 52.0 week year

| ITEM NO. | ITEM | Adopted Budget 7/1/2014 6/30/2015 | Adopted Budget 7/1/2015 6/30/2016 | Adopted Budget 7/1/2016 6/30/2017 | Adopted Budget 7/1/2017 6/30/2018 | Proposed Budget 7/1/2018 6/30/2019 |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------|
| 450 | WATER FUND | | | | | |
| 450-5100 | SALARIES & WAGES (Superintendent @ \$87,439/year) (Primary operator @ \$60,209/year) (Administrative Assistant @ \$16,176/year for 13 hrs/wk) (Summer help/weekend coverage - \$6,120) (Overtime - \$2,000) (Commissioner's salaries: 1 @ \$2, 2 @ \$1) (Secondary Operator @ \$2,100) | 160,968 | 164,853 | 163,948 | 168,828 | 174,048 |
| 450-5200 | EXPENSES | 120,322 | 130,315 | 129,863 | 134,503 | 136,458 |
| 450-5916 | DEBT | 138,075 | 128,197 | 123,626 | 113,655 | 77,250 |
| 450-5800 | CAPITAL | 11,785 | 0 | 0 | 4,631 | 39,632 |
| | TOTAL - WATER FUND | 431,150 | 423,365 | 417,437 | 421,617 | 427,388 |
| | TOTAL GENERAL/WATER FUND | 15,729,241 | 16,212,173 | 17,281,165 | 17,855,477 | 19,003,354 |
| | SUMMARY | | | | | |
| | ARTICLE 1 - SALARIES & WAGES | 3,659,302 | 3,889,183 | 3,955,779 | 4,055,439 | 4,262,961 |
| | ARTICLE 1 - TOWN EXPENSES | 3,222,885 | 3,355,561 | 3,424,475 | 3,609,157 | 3,715,187 |
| | ARTICLE 1 - TOWN DEBT SERVICE | 749,789 | 682,824 | 778,718 | 670,810 | 639,495 |
| | ARTICLE 1 - H W REG SCHOOL EXPENSES | 7,338,512 | 7,734,075 | 8,433,233 | 8,870,591 | 9,708,859 |
| | ARTICLE 1 - SCHOOL DEBT | 272,452 | 276,855 | 340,410 | 335,586 | 344,154 |
| | ARTICLE 1 - REG VOCATIONAL SCHOOL EXPENSES | 144,688 | 149,029 | 189,550 | 145,894 | 143,217 |
| | ARTICLE 1 - REG VOCATIONAL SCHOOL DEBT | 35,000 | 36,050 | 0 | 18,349 | 16,829 |
| | ARTICLE 1 - CAPITAL | 306,613 | 88,595 | 159,000 | 149,651 | 172,652 |
| | | 15,729,241 | 16,212,173 | 17,281,165 | 17,855,477 | 19,003,354 |

ARTICLE 2:

Use of Free Cash to Balance the Budget

To see what sum of money the Town will vote to transfer from FY 2017 Free Cash to be used to balance the budget for the twelve month period beginning July 1, 2018 and ending June 30, 2019 (Fiscal Year 2019).

Or take any other action relative thereto.

***Commentary:** This article seeks to transfer the sum of \$750,000 from the FY 2017 certified free cash amount of \$1,232,635 to lower the FY 2019 tax rate. This article seeks to use 61% of the FY 2017 certified free cash amount, leaving a balance of \$482,635. It is important to note that another \$200,500 of FY 2017 certified free cash is proposed for appropriation in Article 6. If funding for that use is also approved, 77% of available free cash will have been expended, leaving a remaining balance of \$282,135, which is consistent with the Town's Financial Policy to maintain a minimum balance of \$250,000 in free cash. For comparison purposes, the Town's FY 2016 free cash was certified at \$1,371,147 and 2017 Annual Town Meeting appropriated \$750,000 or 70.5% leaving a balance of \$405,147.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 3:

Hamilton Wenham Regional School District Operating Expense Override

To see if the Town will vote to raise and appropriate an additional sum of money for Wenham's annual assessment for the FY 2019 Hamilton Wenham Regional School District budget as adopted by the Hamilton Wenham Regional School Committee for the period July 1, 2018 to June 30, 2019; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters at an election of a Proposition 2 ½ override allowing the Town to raise the funds appropriated hereunder outside the limits established by Proposition 2 ½, MGL Chapter 59, Section 21C.

Or take any other action relative thereto.

***Commentary:** The operating budget voted by the Hamilton Wenham Regional School Committee for FY19 included a 6.9% operating expense increase. Due to budget constraints, the Town was able to fund 2.5% of this increase within the levy limit under Article 1. Funding for the district's additional 4.4% operating expense increase is included in this article. Funding for this operating override must be approved both by Town Meeting and at the ballot in Wenham. Due to the effects of a continuing shift in student enrollment, Wenham's net assessment increase from FY 2018 to FY 2019 is set at 9.2%. If Article 3 is approved, the tax rate is projected to increase by another \$.42/1000, or 2.2%, to \$19.80.*

Board of Selectmen Do Not Recommend Favorable Action (3-0-0)

Finance & Advisory Committee Do Not Recommend Favorable Action (4-0-0)

Vote needed: Simple Majority

ARTICLE 4:

Debt Exclusion: Winthrop School Fire Suppression System

To see what action the Town will take in accordance with MGL Chapter 71, Section 16(d) with respect to a borrowing authorized by the Hamilton-Wenham Regional School District School Committee in the amount of \$850,000 for the purchase and installation of a fire suppression system at the Winthrop Elementary School, located at 325 Bay Rd, South Hamilton, MA 01982, including the payment of all incidental or related costs; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters at an election of a Proposition 2 ½ debt exclusion allowing the Town to raise the money needed to repay its share of the borrowing outside the limits established by Proposition 2 ½, MGL Chapter 59, Section 21C.

Or take any other action relative thereto.

***Commentary:** Following the extensive renovation work that was completed at the Winthrop School over the past several years, the Hamilton-Wenham Regional School District is now required to install new sprinkler and fire alarm systems in order to bring the building into compliance with MGL Chapter 148 Section 26G. Although the deadline to comply with these statutory fire code provisions has been extended by the Hamilton Fire Department, the district is obligated to seek this debt exclusion to pay for the costs of this \$850,000 upgrade to ensure these systems are installed by August 2019. If Article 4 is approved by Town Meeting and at the ballot, Wenham will be responsible for approximately \$300,000 of the project costs, with a tax rate impact of an additional \$.03/1000.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (3-0-0)

Vote needed: Simple Majority

ARTICLE 5:

Debt Exclusion: Hamilton Wenham Regional School District Safety, Accessibility, and Critical Infrastructure

To see what action the Town will take in accordance with MGL Chapter 71, Section 16(d) with respect to a borrowing authorized by the Hamilton-Wenham Regional School District School Committee in the amount of \$2,600,000 for the purpose of paying costs of various FY19 “Safety, Accessibility and Critical Infrastructure” capital projects within the District as outlined in the District’s Five-Year Capital Plan dated February 13, 2018, including the payment of all incidental or related costs, provided, however, that the vote taken hereunder shall be expressly contingent approval by the voters at an election of a Proposition 2 ½ debt exclusion allowing the Town to raise the money needed to repay its share of the borrowing outside the limits established by Proposition 2 ½, MGL Chapter 59, Section 21C.

Or take any other action relative thereto.

***Commentary:** These projects and acquisitions have been identified by the Hamilton Wenham Regional School Committee as priority needs to address starting in FY19. Broadly, this*

\$2,600,00 capital debt exclusion includes funding for \$761,000 for various facility and grounds improvements, \$373,575 for new kitchen equipment, \$800,000 for new classroom furniture, and \$665,420 for assorted technology infrastructure. Additional details about these projects and acquisitions can be found in the district's 5 Year Capital Improvement Program. If Article 5 is approved by Town Meeting and at the ballot, Wenham will be responsible for approximately \$937,000 of these project costs, with a tax rate impact of an additional \$.08/1000.

Recommendation of the Board of Selectmen: To be given at Town Meeting

Recommendation of the Finance & Advisory Committee: To be given at Town Meeting

Vote needed: Simple Majority

ARTICLE 6: Use of Free Cash to Fund FY 2019 Capital Improvement Program

To see what sum of money the Town will vote to transfer from FY 2017 Free Cash to fund the FY 2019 Capital Improvement Program for the following eligible items and amounts, including the acquisition, leasing, purchase and equipping of capital items and all incidental and related costs for all capital items and projects, and to authorize the Board of Selectmen to enter into a lease purchase agreement or other contracts for such purposes for up to or more than three years:

- | | |
|----------------------------------------------|----------------------------------------------|
| A. Town Hall – Exterior Painting | \$18,000 |
| B. Fire – Portable Radios | \$30,000 |
| C. Building & Grounds – Used Utility Vehicle | \$ 5,000 |
| D. Highway – Portable Truck Lift | \$45,000 |
| E. Highway – Road Capital | \$45,000 |
| F. Highway – Front End Loader | \$40,000 (lease/purchase, year 1 of 5 years) |
| G. Police – Administrative Vehicle | \$17,500 (lease/purchase, year 1 of 3 years) |

Or take any other action relative thereto.

Commentary: *The Town is committed to continuing our efforts to make strategic investments in our infrastructure, facilities, and equipment. To that end, we have developed an updated 5-Year Capital Improvement Program (CIP) that seeks to comprehensively address our needs in a way that is both realistic and sustainable. The items identified in this article have been prioritized for FY 2019 as part of an annual evaluation process. Using \$200,500, or approximately 16%, of available certified free cash to fund annual capital needs is consistent with best practices in municipal financial planning. If all proposed uses of free cash are approved, a balance of \$282,135 will remain, consistent with the Town's Financial Policies.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority for items A-E; 2/3 Majority for items F&G

ARTICLE 7: **Water Department Capital Expenditure**

To see if the Town will vote to transfer a sum of money from the Water Surplus account to the Water Capital account for the purchase and equipping of a utility truck.
Or take any other action relative thereto.

***Commentary:** This article would allow funds from the Water Surplus account, with a current balance of \$221,858, to be used for the purchase of a new 1-ton utility pick-up truck. The vehicle currently in service will be repurposed for use by the Building and Grounds Department, with the Town covering the \$5,000 in trade-in value costs through the appropriation outlined in Article 6.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 8: **Creation of Water Capital Reserve Account And Transfer from Water Operating Budget**

To see if the Town will vote in accordance with MGL Chapter 41, Section 69B to establish a new Water Capital Reserve account to be subject to appropriation by Town Meeting for water system capital expenditures, and, in connection therewith, to transfer \$35,000 from the FY 2019 Water operating budget into this account.
Or take any other action relative thereto.

***Commentary:** The Water Department is responsible for the maintenance of more than 28 miles of water main throughout town. While most of this infrastructure is still in relatively good condition, it was all installed 40+ years ago and will need to be incrementally replaced over time in the coming years. This work will come at a significant cost, requiring a debt issuance that will be authorized by Town Meeting when the time comes. In the meantime, the Water Commission is beginning to set aside funds on an annual basis into this new capital reserve account to mitigate impacts to the water rate. Based on a reduction in just over \$35,000 in annual debt payments starting in FY 2019, these funds can now be included in the Water Department's level funded operating budget and set aside for this purpose.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 9: Revolving Funds

To see if the Town will vote pursuant to the provisions of MGL Chapter 44, Section 53E½ to take the following action to amend the General Bylaws, Chapter XXVIII, Revolving Funds, to include the Iron Rail Revolving Fund established last year, create and provide funding for a Water Mitigation Revolving Fund, and establish fiscal year spending limits for all revolving funds:

- (a) Amend the General Bylaws, Chapter XXVIII, Revolving Funds, to insert at the end of Section 1 the following the following fund:

Iron Rail Rental

Revenues collected through rental fees from tenants of the Iron Rail property for the purpose of paying for facility maintenance and capital investments; to be expended by the Iron Rail Commission.

- (b) Amend the General Bylaws, Chapter XXVIII, Revolving Funds, to insert at the end of Section 1 the following new fund:

Water Mitigation

Revenues collected through permitting fees for the purpose of paying for water mitigation initiatives, including but not limited to offering rebates to residents for water saving devices and appliances; to be expended by the Board of Water Commissioners.

and further to transfer to such revolving fund the sum of \$20,900 from available funds in the Water Surplus account already collected for such purposes.

- (c) Establish fiscal year limitations on expenditures for the revolving funds established by Section 1 of Chapter XXVIII of the General Bylaws, Revolving Funds, and as approved hereunder, with such limitations to remain applicable from fiscal year to fiscal year until such time as they are later amended:

H-W Grounds Maintenance: \$20,000

Iron Rail Rental: \$25,000

Water Mitigation: \$10,000

Or take any other action relative thereto.

***Commentary:** This article accomplishes three actions in relation to revolving funds for the Town. It adds the previously authorized Iron Rail Revolving Account to the Town's Bylaws, creates a water mitigation account and transfers existing funds into this new account, and sets annual spending limits on all three revolving accounts.*

Last year, the Town created a new Iron Rail Rental revolving fund as a mechanism for allocating a portion of the \$160,000+ in revenues annually collected from this property so that those funds

could be spent directly on building-related maintenance. This revolving fund ensures that the Town is committed to consistently investing in the maintenance of this important asset. With this annual allocation, the Iron Rail will be able to fund its own Capital Improvement Program expenses, including annual debt payments that may be authorized under Article 14. In FY 2019 and going forward, allocation into this revolving account will be \$25,000. This amount has been deducted from the local receipt totals for the coming fiscal year.

Given the limitations placed on the Town by the Department of Environmental Protection on the amount of water we are permitted to withdraw from the Ipswich River basin on an annual basis, the Water Department has imposed a fee on certain large-scale development projects sufficient to try to mitigate the impact of those developments on our cumulative water usage. \$20,900 has been collected for these purposes to date. With several more projects expected to come online over the next few years, we want to ensure that these funds are segregated from the Water Surplus account such that they may be used to directly encourage reduced water consumption by residents. The Water Department will manage this new program, offering rebates on water saving devices and appliances.

For a number of years, the Wenham DPW has performed certain grounds maintenance services for the Hamilton Wenham Regional School District, for which the Town is reimbursed. The Town will continue to provide these services in FY 2019.

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

*** CONSENT CALENDAR FOR WARRANT ARTICLES 10-13***

ARTICLE 10: Cemetery and Other Trust Funds

To see if the Town will vote to accept the Cemetery and other Trust Funds received in FY 2017, as printed in Part I of the Town Report and on file with the Town Clerk.
Or take any other action relative thereto.

Commentary: *This is a standard acceptance article required to enable expenditure of annually accruing funds from trust donations for general or restricted purposes as provided by the terms of the gift or trust.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 11: Cemetery Maintenance Fund Transfer

To see if the Town will vote to authorize the Treasurer to withdraw a sum of money, not to exceed \$7,500, from the Sale of Cemetery Lots - Receipts Reserved for Appropriation account,

after July 1, 2018 and before June 30, 2019, and transfer and deposit said funds into the General Fund. The purpose of the transfer is to subsidize Highway Department expenditures for the care and operation of the three cemeteries in the Town of Wenham.
Or take any other action relative thereto.

***Commentary:** The Sale of Cemetery Lots - Receipts Reserved for Appropriation account is restricted for expenditure for certain purposes, including costs to maintain the cemeteries. For many years, this service has been provided by DPW staff rather than a private grounds keeping service. The DPW estimates their cost to maintain the cemeteries totals approximately \$30,000 each year. Proceeds from burials and the sale of lots have historically directed about \$20,000 to the General Fund to help offset these expenses.*

This article seeks to transfer \$7,500 from the Sale of Cemetery Lots - Receipts Reserved for Appropriation account to cover the balance of projected DPW General Fund expenses for cemetery maintenance next year. If this transfer is approved by Town Meeting, that account balance will be \$8,957. Based on historical sale of lot proceeds, transfers from this account at this level should continue to be self-sustaining over time.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 12: Road Work – Chapter 90 Funding

To see if the Town will vote from available funds a sum of money for work on Town Roads, subject to conditions detailed by the Massachusetts Department of Transportation Highway Division, pursuant to MGL Chapter 30, Section 39M; Chapter 149, Section 44J; and Chapter 149, Section 26-27F; said work to conform to the requirements of the Massachusetts Department of Transportation Highway Division.

Or take any other action relative thereto.

***Commentary:** This annual article allows the Town to expend funds for work on Town Roads in anticipation of reimbursement through the state's Chapter 90 program. The actual amount of funding available to the Town will not be confirmed until the state votes to appropriate funding later in the calendar year, but has historically totaled approximately \$150,000 and no major changes are anticipated for this coming year based on the bond bill filed by the Governor.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 13: Rescission of Authorized, but Unissued Debt

To see if the Town will vote to rescind the authorized, but unissued debt of the Town approved under Article 11 of the April 11, 2015 Annual Town Meeting in the amounts of \$23,000 for

DPW Equipment and Finance and Police Department Server and \$14,738 for Software Upgrades and under Article 10 of the May 1, 2010 Annual Town Meeting in the amount of \$260,955 for an Energy Savings Performance Contract (ESCO), which borrowing authority is no longer required for the purposes originally approved.

Or take any other action relative thereto.

***Commentary:** The Town has a current total balance of \$298,693 in unissued debt from several projects that were previously authorized by Town Meeting. Since these projects with unissued balances are now complete and the Town does not plan to issue any new debt for them, these balances need to be rescinded in order for them to be removed from the Town's financial records.*

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (3-0-0)

Vote needed: Simple Majority

ARTICLE 14: Authorize Borrowing: Iron Rail Capital Needs

To see if the Town will vote to appropriate \$245,000, or any other sum, to pay costs of remodeling and improving the Iron Rail facility, including, but not limited to, replacing the roof, gutter, and fascia, repairing masonry, repaving the entrance road and paving the parking lot, and also including the payment of costs incidental or related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to MGL Chapter 44, or any other enabling authority and to issue bonds or notes of the Town therefor; that the Board of Selectmen and any other appropriate Town officials are authorized to take any other action necessary or convenient to carry out this vote; that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Or take any other action relative thereto.

***Commentary:** This article seeks to issue \$245,000 in debt for needed capital repairs and improvements at the Iron Rail facility. Priority projects identified by the Iron Rail Commission include roof replacement of the brick building and paving work to the access road and rear parking area. Annual debt payments for this work will be paid from the Iron Rail Rental revolving fund for the next 15 years, with limited additional funding available for smaller capital projects during that period. Although technically a general obligation bond, this debt issuance has no anticipated impact on the tax rate.*

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (3-0-0)

Vote needed: 2/3 Majority

ARTICLE 15: CPA Appropriations

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2019 Community Preservation budget; to appropriate from the Community Preservation Fund a sum of money to meet the necessary and proper expenses of the Community Preservation Committee for FY 2019 and to approve the appropriation to expend or set aside the following amounts as recommended by the Community Preservation Committee: a sum of money for the acquisition, creation and preservation of open space; a sum of money for acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use; a sum of money for the acquisition, preservation, rehabilitation, and restoration of historic resources and a sum of money for the acquisition, creation, preservation and support of community housing.

Or take any other action relative thereto.

1) To see if the Town will vote to approve the following transfers of Community Preservation Act funds:

- a) The sum of \$117,000, for the purpose of reserving a minimum of 10% of the total FY 2019 estimated CPA revenue to be transferred as follows:
 - i) \$39,000 to the “FUND BALANCE RESERVED FOR HISTORIC RESOURCES”
 - ii) \$39,000 to the “FUND BALANCE RESERVED FOR OPEN SPACE & RECREATION”
 - iii) \$39,000 to the “FUND BALANCE RESERVED FOR COMMUNITY HOUSING”

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- b) The sum of \$265,500 from FY 2019 estimated CPA revenue to FY 2019 BUDGETED RESERVES

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- c) The sum of \$7,500 from FY 2019 estimated CPA revenue to the CPA Administrative account.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

2) The following sums to be appropriated from the indicated CPA source for the following purposes:

- a) The sum of \$2,500 from CPA FUND BALANCE to the Town of Wenham Cemetery Commission for the purpose of the Fairfield Cemetery Restoration Project, as described

in detail in the application submitted to the Community Preservation Committee, including all incidental and related expenses.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- b) The sum of \$9,500 from CPA FUND BALANCE to the Town of Wenham Cemetery Commission for the Main Street Cemetery Gravestone Preservation Project as described in detail in the application submitted to the Community Preservation Committee, including all incidental and related expenses.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- c) The sum of \$46,009.87 from the CPA FUND BALANCE RESERVED FOR HISTORIC RESOURCES and the sum of \$87,240.13 from the CPA FUND BALANCE for a total sum of \$133,250 for the purpose of paying the debt service in FY 2019 on the \$2,151,421 supplemental borrowing under Massachusetts General Laws, Chapter 44 and 44B for the rehabilitation of the 163 year-old Wenham Town Hall Building located at 138 Main Street in accordance with the plans developed and administered by the Wenham Town Hall and Police Station Building Committee.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

- d) The sum of \$89,455 from the CPA FUND BALANCE as a grant to the Wenham Museum for the preservation of the historic Clafin-Gerrish-Richards House located at 132 Main Street, Wenham, Massachusetts, and to authorize the Board of Selectmen to enter into a grant agreement with the Museum Board of Trustees upon such terms and conditions as the Board of Selectmen shall deem appropriate, and to authorize said Board to accept a preservation restriction in such house.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

Commentary: In 2005, the Town adopted the Community Preservation Act, and began accumulating funds drawn from a 3% surcharge on our Wenham real estate taxes, with the first \$100,000 of assessed value being exempt from that surcharge. To date, we have collected \$3,426,909 in local property taxes and the Town has received \$2,220,370 in state matching funds. Money from this CPA fund can be used to pay for projects that qualify. CPA mandates that each year, the Town must set aside from its CPA income at least 10% each for open space, community housing, and historic preservation funds. Operation of and initial selection of grants from the CPA funds so collected are made by an appointed Community Preservation Committee.

The Committee reviews eligible needs in the town and grant applications, and its recommendation is required for Town Meeting to appropriate CPA funds for specific projects.

This article sets forth the CPC recommended grants for FY 2019. If all proposed project funding and transfers are approved by Town Meeting this year, the account balances for each fund will be as follows; \$637,293 in open space fund; \$326,000 in community housing fund; \$39,000 in historic preservation fund; \$703,077 in CPA Fund balance; \$265,500 in budgetary reserves; for a total fund balance of \$1,970,870.

Consistent with the new CPA application format, this year's appropriation to the Wenham Museum (and any other non-municipal entity going forward) includes language authorizing the Board of Selectmen to act on behalf of the Town to establish grant agreements and/or restriction agreements with each of these applicants to ensure compliance with the CPA statute.

ARTICLE 16: **Special Legislation, Appropriation, and
Authorize Borrowing: Longfellow Road and
South Street Road Improvements and
Betterment Assessment**

To see if the Town will vote to: authorize the Board of Selectmen to petition the General Court for special legislation allowing the Town to borrow for and make improvements to Longfellow Road and South Street, both private ways, and assess betterments therefor in a manner agreed to by the Town and the residents; and to authorize the General Court to make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition; to allocate projects costs of \$60,000 to the Town and the remainder to be assessed to the residents to be bettered by the projects; and, for such purposes, to appropriate \$302,450 for this project, with the sum of \$60,000 to be transferred from overlay reserves for the Town's portion of the costs of such improvements, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the remainder and issue bonds and notes of the Town therefor pursuant to MGL Chapter 44, the special act authorized hereunder, or any other enabling authority, and to authorize that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, and that while such bonds shall be general obligations of the Town, it is anticipated that the amounts needed to repay the principal and interest on the bond will be collected as betterments from those benefiting from the project.

Or take any other action relative thereto.

Commentary: *The residents on Longfellow Road and South Street, both private ways, seek to have permanent repairs made to their roadways, including full depth reclamation and topcoat paving. In addition, based on the input of the Police Chief, Fire Chief, and DPW Director, the Town has considerable public safety concerns regarding the road conditions of the area*

adjacent to the so-called ravine on Longfellow Road. The Town therefore wanted to include any necessary slope stabilization and/or enhancement work at the ravine in the scope of work for this project. Special legislation, as generally outlined in this article, is required for the Town to coordinate this project, contribute some public funds to the ravine stabilization and enhancement work, and impose betterments for road work on these private ways. Ultimately, if approved by Town Meeting, this special legislation will then have to be approved by the state legislature.

To better understand what this project will likely cost, the residents commissioned a survey of Longfellow Road and an engineering evaluation of the ravine area on Longfellow earlier this year. This preliminary engineering study explored subsurface conditions, identified geotechnical considerations associated with the slope stabilization and/or road widening, developed a typical roadway cross-section with a guardrail system, and provided the residents and the Town with a report discussing design alternatives and associated repair costs. Based on the findings from this report, the total cost of the ravine work is now estimated to be \$227,500. This estimate includes costing for the installation of a rip rap stone embankment at the ravine, road widening and the installation of a guardrail and fencing at this location, and all associated engineering, permitting, procurement, and construction oversight costs. The remainder of the project, including all of the paving work, is currently projected to cost another \$74,950, bringing the total estimated cost of the work to \$302,450.

Based on the significant public safety concerns regarding the current road conditions at the ravine on Longfellow, the Town is seeking to contribute \$60,000 from available overlay surplus for the ravine work. The residents will be responsible for covering all other project costs and will pay for their share of the costs through betterments to be imposed by the Town once the project is completed.

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: 2/3 Majority

ARTICLE 17: Zoning Bylaw Adoption: Marijuana Establishment Ban

To see if the Town will vote to amend the Wenham Zoning Bylaw by inserting a new Section 4.2.5 entitled, Marijuana Establishments that would provide as follows:

4.2.5 Marijuana Establishments

Consistent with MGL Chapter 94G, Section 3(a)(2), all types of “marijuana establishments” as defined in MGL Chapter 94G, Section 1, to include marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Wenham.

Or take any action relative thereto.

Commentary: *Beginning this April, the Cannabis Control Commission will begin issuing licenses statewide for adult use marijuana facilities. Without having any local zoning*

regulations in place, interested parties could look to establish operations in Wenham by right. Under “The Act to Ensure Safe Access to Marijuana”, municipalities have the option to impose a ban on the retail sale of all adult use, or so-called recreational, and medical marijuana. Since Wenham voted against Question 4 in 2016, this ban can be imposed through a vote of Town Meeting. Taking into account that 53% of Wenham residents voted against this measure (with over 2400 votes being cast), the Town wanted to provide a series of policy options to Town Meeting, the first of which is this proposed zoning bylaw ban. If Article 17 passes, Articles 18-20 will be moot and so will be passed over by the Moderator.

Recommendation of the Planning Board: Favorable Action (3-1-0)

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: 2/3 Majority

ARTICLE 18: Bylaw Adoption: Marijuana Establishment Ban

To see if the Town will vote to amend the Town’s General Bylaws by inserting a new section entitled, “Marijuana Establishments”, that would provide as follows, and further to authorize the Town Clerk to assign such General Bylaw an appropriate section number.

— Marijuana Establishments

Consistent with MGL Chapter 94G, Section 3(a)(2), all types of “marijuana establishments” as defined in MGL Chapter 94G, Section 1, to include marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Wenham.

Or take any other action relative thereto.

Commentary: Since “The Act to Ensure Safe Access to Marijuana” is ambiguous regarding whether a zoning bylaw or general bylaw provides ample authority for the Town to impose a ban on marijuana retail establishments, we have included this option in case the zoning bylaw fails. However, since it is still unclear whether a general bylaw ban is sufficient, the restrictive zoning bylaw outlined in Article 19 will be acted on even if this Article passes.

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: Simple Majority

ARTICLE 19: Zoning Bylaw Adoption: Retail Marijuana

To see if the Town will vote to amend the Town of Wenham Zoning Bylaw by to address recreational marijuana retailers, as follows:

Amend Section 4.0, Use Regulations, Subsection 4.1 by inserting under “Commercial”, a new use, “Marijuana Retailers”, to be allowed pursuant to a special permit issued by the Planning Board only in the Business District; and .

Amend Section 10.0, Special Regulations, by inserting a new Subsection 10.3 “Recreational Marijuana Retailers”, as follows:

Recreational Marijuana Retailers

10.3.1 Purpose

To provide for the placement of Marijuana Retailers, in accordance with An Act To Ensure Safe Access to Marijuana, Chapter 55 of the Acts of 2017 and all regulations which have or may be issued by the Department of Public Health and/or the Cannabis Control Commission, including, but not limited to 105 CMR 725.00 and 935 CMR 500.00 implementing this Act, in locations suitable for such uses, which will minimize adverse impacts Marijuana Retailers on adjacent properties, residential neighborhoods, schools, playgrounds, public beaches and other locations where minors congregate by regulating the siting, design, placement, security, and removal Marijuana Retailers.

10.3.2 Definitions

Where not expressly defined in the Zoning Bylaws, terms used in this section shall be interpreted as defined in MGL Chapter 94I and MGL Chapter 94G and any regulations issued by the Cannabis Control Commission implementing these laws, and otherwise by their plain language.

- a. Independent Testing Laboratory means a laboratory that is licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana that is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement or that is otherwise approved by the commission; (ii) independent financially from any medical marijuana treatment center or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test marijuana in compliance with 935 CMR 500.160 and MGL Chapter 94C, Section 34.
- b. Marijuana Cultivator means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana to cultivate, process and package marijuana, to deliver marijuana to Marijuana Establishments and to transfer marijuana to other Marijuana Establishments, but not to consumers.

- c. Marijuana Delivery-Only Retailer means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana that does not provide a retail location accessible to the public, but is authorized to deliver directly from a marijuana cultivator facility, craft marijuana cultivator cooperative facility, marijuana product manufacturer facility, or micro-business.
- d. Marijuana Product Manufacturer means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to Marijuana Establishments and to transfer marijuana and marijuana products to other Marijuana Establishments, but not to consumers.
- e. Marijuana Retailer means an entity licensed by the Cannabis Control Commission pursuant to 935 CMR 500.000 with respect to the regulation of the Adult Use of Marijuana to purchase and deliver marijuana and marijuana products from Marijuana Establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to Marijuana Establishments and to consumers as defined in G.L. c. 94G and any regulations promulgated thereunder.
- f. Medical Marijuana Treatment Center means an entity licensed by the Department of Public Health or the Cannabis Control Commission under a medical use marijuana license that acquires, cultivates, possesses, processes, transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials for the benefit of registered qualifying patients or their personal caregivers in the treatment of debilitating medical conditions or the symptoms thereof.

10.3.3 Location and Dimensional Controls

- 1. Marijuana Retailers as defined herein may be permitted in the Business District only per Section 4.1, the Table of Use Regulations, pursuant to a Special Permit and Site Plan Approval.
- 2. A marijuana cultivator, independent testing laboratory, marijuana product manufacturer, or any other type of licensed marijuana-related business, as set forth in G.L. c.94G, but not a recreational Marijuana Retailer, are prohibited within the Town of Wenham per the Table of Use Regulations, Section 4.1.
- 3. Marijuana Retailers may not be located within 500 feet of the following pre-existing uses:
 - a. Public or private school providing education in kindergarten or grades 1 through 12;
 - b. State-licensed Child Care Facility;
 - c. Library, playground, public park, public beach, youth center; or similar facility in which minors commonly congregate.

The distance under this section shall be measured in a straight line from the nearest point of the property line of the protected uses identified above to the nearest point of the property line of the proposed Marijuana Retailer.

4. Marijuana Retailers shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted within the building pursuant to applicable state regulations.
5. Unless explicitly stated otherwise, Marijuana Retailers shall conform to the dimensional requirements applicable to non-residential uses within the underlying zoning district.
6. All Marijuana Retailers shall conform to the signage requirements of Section 7 of the Zoning Bylaw. The Planning Board may impose additional restrictions on signage, as appropriate, to mitigate any aesthetic impacts.

10.3.4 Number of Licenses

Only one (1) Marijuana Retailers will be allowed to operate in the Town of Wenham at one time.

10.3.5 Special Permit

1. Procedure: The Planning Board shall be the Special Permit Granting Authority (SPGA) and shall conduct Site Plan Review for an applicant for a Marijuana Retailer.
 - a. Application: In addition to the materials submission requirements of [SP] and [SPR], the applicant shall also include:
 - i. A detailed floor plan of the premises of the proposed Marijuana Retailers that identifies the square footage available and describes the functional areas of the facility;
 - ii. detailed site plans that include the following information:
 1. Compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, signage and all other provisions of this Bylaw;
 2. Convenience and safety of vehicular and pedestrian movement on the site to provide secure and safe access and egress for clients and employees arriving to and from the site;
 3. Convenience and safety of vehicular and pedestrian movement off the site, if vehicular and pedestrian traffic off-site can reasonably be expected be substantially affected by on-site changes;

4. Adequacy as to the arrangement and the number of parking and loading spaces in relation to the proposed use of the premises, including designated parking for delivery vehicle(s), as applicable;
 5. Site design such that it provides convenient, secure and safe access and egress for clients and employees arriving to and from the site.
 6. Design and appearance of proposed buildings, structures, freestanding signs, screening and landscaping; and
 7. Adequacy of water supply, surface and subsurface drainage and light.
- iii. a description of the security measures, including employee security policies;
 - iv. a copy of the emergency procedures;
 - v. a copy of proposed waste disposal procedures; and
 - vi. a copy of all licensing materials issued by the Cannabis Control Commission or Department of Public Health, and any materials submitted to these entities by the applicant for purposes of seeking licensing to confirm that all information provided to the Planning Board is consistent with information provided to the Cannabis Control Commission and/or Department of Public Health, as applicable.
- b. The SPGA shall refer copies of the application to all Town departments and boards/commissions, including but not limited to the Building Department, Fire Department, Police Department, Board of Health, and the Conservation Commission. These boards/departments shall review the application and shall submit their written recommendations. Failure to make recommendations within 35 days of referral of the application shall be deemed lack of opposition.
2. Special Permit Conditions on Marijuana Retailers: The SPGA shall impose conditions reasonably appropriate to improve site design, traffic flow, public safety, protect water quality, air quality, and significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this section. In addition to any specific conditions applicable to the applicant's Marijuana Retailer Establishment, the SPGA may include the following conditions in any special permit granted under this Bylaw:
 - a. The use shall not generate outside odors from the sale of marijuana and marijuana products.
 - b. A Security Plan shall be required for all Marijuana Retailers, which shall be subject to approval by the Fire and Police Chiefs and submitted to the Planning Board.

- c. The permit holder shall provide to the Zoning Enforcement Officer and Chief of the Police Department, the name, telephone number and electronic mail address of a contact person in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information shall be kept updated by the permit holder.
- d. Marijuana Retailers may not operate, and the special permit will not be valid, until the applicant has obtained all licenses and permits issued by the Commonwealth of Massachusetts and any of its agencies for the facility.
- e. Marijuana Retailers may not operate, and the special permit will not be valid, until the applicant has entered into a Host Community Agreement with the Town relative to any facility permitted under this Bylaw.
- f. A special permit granted under this Section shall have a term limited to the duration of the applicant's ownership and use of the premises as a Marijuana Retailer. A special permit may be transferred only with the approval of the Planning Board in the form of an amendment to the special permit.
- g. The special permit shall lapse upon the expiration or termination of the applicant's license by the Cannabis Control Commission.
- h. The permit holder shall notify the Zoning Enforcement Officer and SPGA in writing within 48 hours of the cessation of operation of the Marijuana Retailer's expiration or termination of the permit holder's license with the Cannabis Control Commission

10.3.6 Prohibition Against On-Site Consumption

No marijuana shall be smoked, eaten, or otherwise consumed or ingested in public or on the premises of a Marijuana Retailer absent a positive vote by ballot question presented to the voters of the city or town at a biennial state election pursuant to MGL Chapter 94G, Section 3(b).

10.3.7 Prohibition Against Nuisances

No use shall be allowed which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive sound or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

10.3.8 Severability

The provisions of this Bylaw are severable. If any provision, paragraph, sentence, or clause of this Bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Bylaw.

Or take any other action relative thereto.

Commentary: *If the zoning bylaw ban outlined in Article 17 fails, the Town wants to ensure that there is, at minimum, some restrictive zoning bylaw measures in place that would impose certain limitations on retail marijuana establishments seeking to be permitted to operate in Wenham. This measure would limit such establishments to retail use only, as defined under the state's regulations. The Planning Board would act as the Special Permit Granting Authority for any such applications. If approved, the Town could only grant one such license and the retail facility could only be located within either of the small business districts on Main Street. In addition to standard dimensional controls, this bylaw establishes a 500 foot buffer zone from schools, child care facilities, libraries, playgrounds, public parks, public beaches, youth centers, and any other similar facilities where minors commonly congregate. On site consumption at any such retail establishment would also be prohibited.*

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: 2/3 Majority

ARTICLE 20: Local Acceptance: Marijuana Retailer Local Sales Tax

To see if the Town will vote to accept the provisions of MGL Chapter 64N, Section 3 to impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the Town to anyone other than a marijuana establishment at a rate of three percent (3%) of the total sales price received by the marijuana retailer as consideration for the sale of marijuana or marijuana products.
Or take any other action relative thereto.

Commentary: *The Act to Ensure Safe Access to Marijuana included this local option that allows municipalities to impose a 3% local sales tax on all marijuana retail sales. This article has been included so that the Town can recoup these revenues, which would be directed to the General Fund, if a ban on such sales is not adopted by Town Meeting. Adopting this provision would not restrict the Town from separately negotiating a community impact fee, not to exceed 3% of gross sales, through the Host Community Agreement process required under the statute.*

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 21: Bylaw Adoption: Short term Guest Rentals in Homes Bylaw

To see if the Town will amend the General Bylaws by inserting a new Chapter XXX: Short term Guest Rentals in Homes, as follows,

Chapter XXX: Short term Guest Rentals in Homes

SECTION 1

Purpose

The rental of rooms in residential premises to short term guests, not otherwise expressly licensed for such purpose by the Town of Wenham or other proper authority, shall be allowed only in properties whose owners have obtained an annual license in accordance with the requirements of this by-law from the Board of Selectmen. The licensing process is designed to protect the health and welfare of the short term guests, to ensure an orderly and transparent process for operating small-scale room rental services, and to protect the tranquility of residential neighborhoods.

SECTION 2

Applicability

The rental of rooms in residential premises to short term guests is allowed in owner-occupied residential premises pursuant to being licensed in accordance with this by-law and consistent with the Town's Zoning By-law. Short term guests are those who are staying in a dwelling unit for less than six (6) consecutive nights. The Board may allow up to a maximum of four (4) short term guests at a time, provided suitable accommodations exist as determined by the Board in accordance with this by-law, and further provided that such maximum number shall be reduced by one for each non-short term guest or boarder residing in the same residential premises.

SECTION 3

Process

Every owner of residential premises who offers rooms for rent to short term guests must first obtain a license to do so from the Board of Selectmen. Licenses are valid for a calendar year and must be renewed annually. Application for a license can be made at any time but the license shall expire December 31 of the subject year. A completed application will be reviewed and a decision rendered at a public meeting of the Board of Selectmen.

SECTION 4

Applications

Application shall be made on a form approved by the Board of Selectmen and shall contain sufficient information to determine the exact nature of the proposed short term rental operation, including location, number of rooms to be rented and whether food will be served to the guests.

Completed applications shall contain the following:

1. Affidavit confirming Board of Health compliance regarding:
 - a. Food Safe certification if serving meals
 - b. Compliance with the State Sanitary Code.
2. Affidavit confirming Fire Department compliance regarding:
 - c. Fire and CO alarms per code

- d. Fire escape routes marked for each room
3. Affidavit confirming a valid Certificate of Occupancy
4. Provision of a local authorized agent who can act on behalf of the owner in the absence of the owner in the case of any problems, violations or emergencies should they arise while the owner is not present.
5. Signed agreement to maintain a guest registry showing the name of each guest and the night(s) of their stay. The registry shall be made available for review at any time at the request of the Enforcement Agent.

Application Fee: The Board of Selectmen shall annually set a fee for applying for a Short term Guest Rental Home License. The fee must be paid at time of application.

The Board of Selectmen may grant licenses to those persons submitting applications in compliance with the requirements of this by-law. A license issued under this by-law shall not be deemed to supersede the application of any other lawful requirements applicable to the use authorized therein, including the necessity of obtaining other licenses or permits.

Owners are encouraged to adhere to guidelines for the short term rental of rooms that the Selectmen shall promulgate from time to time.

SECTION 5

Complaints and Enforcement

1. The Board of Selectmen may designate such Town officials as they deem appropriate to carry out the enforcement duties under this by-law.
2. If the Enforcement Agent as designated by the Board concludes that there has been a violation of this by-law or of the conditions of any license issued hereunder, shall send to the license holder, by registered mail to the address stated on the initial Application, a notice ordering cessation of the improper activities,
3. If a license holder persists in such violation, the Enforcement Agent may seek enforcement of this by-law through the mechanisms set forth in Chapter XIX and Chapter XXIX of the General By-laws; and the penalty for violations of this by-law shall be a fine of \$300 for each day an offense occurs.
4. In the event that license holder persists in such violations, the Board may notify the license holder by mail as above, of a hearing to be held not less than four (4) days thereafter to show cause why said license should not be revoked, and following said hearing, may in its discretion, modify, revoke or amend the license.
5. Upon petition of the property owner and/or license holder, abutters, or upon its own initiative, the Board of Selectmen may hold a hearing to determine whether or not the terms of this by-law, any other applicable state, federal or local law, or the license itself, are being complied with, and/or whether or not activities conducted pursuant to a license issued under this by-law constitute a nuisance or adversely impact the public health, safety or welfare.

6. The Board of Selectmen may, after hearing, mandate licensure, modify, revoke or suspend a license issued hereunder.
7. In addition, should the Board of Selectmen, after hearing, determine that a violation has occurred, it may direct the Enforcement Agent to seek enforcement of this by-law as set forth in paragraph 3, above.

SECTION 6

Validity

The invalidity of any section or provision of this by-law shall not invalidate any other section or provision thereof.

Or take any other action relative thereto.

***Commentary:** Although the number of residents who rent out their homes or rooms in their homes in Wenham on a short-term basis is relatively limited at this time, the Town wants to ensure that these property owners are aware of and in compliance with all relevant health, fire, and safety codes. This bylaw seeks to impose an annual application process to be administered by the Board of Selectmen, and will limit the number of guests at these licensed properties to a maximum of four at any one time.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Vote needed: Simple Majority

ARTICLE 22: Zoning Bylaw Amendment: Accessory Apartments

To see if the Town will vote to amend the Zoning Bylaw Section 4.3, Accessory Uses, by: deleting the strikethrough text and inserting the bold italic text and further by inverting the text of Sections 4.3.2.1. and Section 4.3.2.2., all as set forth below:

4.3 Accessory Uses

4.3.1 General

An accessory use shall be permitted only where on the same lot with, and customarily incidental to, any of the uses permitted in the district. Specific accessory uses are regulated as set forth in the Table of Use Regulations. The term accessory use shall include but not be limited to the specific examples addressed below.

4.3.2 Accessory Apartment

4.3.2.1 Special Permit Required

The Zoning Board of Appeals, by special permit, may authorize one accessory apartment within or as an attached portion of a single family dwelling unit or within an accessory building subject to the following:

- 1) One of the units shall be occupied by the resident owner of the premises.

- 2) The accessory apartment shall not exceed thirty-five percent (35%) of the floor area of the principal structure or one thousand (1000) square feet, whichever is less, and two (2) bedrooms.

4.3.2.2 General Requirements

The following general requirements apply to all accessory apartments including affordable accessory apartments.

- 1) The accessory apartment shall be a complete separate housekeeping unit that functions as a unit separate from the principal unit.
- 2) The lot shall contain at least twenty thousand (20,000) square feet (exclusive of wetlands and floodplains) unless the accessory apartment is in an accessory building, in which case the lot shall contain at least forty thousand (40,000) square feet (exclusive of wetlands and floodplains).
- 3) Off-street parking for a minimum of three (3) vehicles shall be provided in the driveway or an accessory garage.
- 4) To the extent feasible, the appearance of a single-family building shall be preserved.
- 5) Only one accessory apartment may be created on a lot.
- 6) Adequate provision shall be made for the disposal of sewage, waste, and drainage generated by the occupancy of the accessory apartment in accordance with the requirements of the Board of Health.
- 7) Adequate provision shall be made for ingress and egress to and from the accessory apartment. Adequate landscaping shall be provided around the lot or the building(s) in order to preserve the single family residential character of the Neighborhood.

4.3.3 Affordable Accessory Apartment

Where the applicant demonstrates to the satisfaction of the Board of Appeals that the apartment will be made available to low and moderate income households in accordance with the regulations concerning G.L. c. 40B and 760 CMR 45.00, as they may be amended from time to time, the Zoning Board of Appeals, by special permit, may authorize an accessory apartment that does not exceed fifty percent (50%) of the floor area of the principal structure, fifteen hundred (1500) square feet and three (3) bedrooms subject to the following subsections as well as to the general requirements set forth in Section 4.3.2.2. The applicant shall subject the property to restrictions necessary to ensure that the Affordable Units will remain affordable. The form and substance of the restrictions and the tenant selection process shall be subject to approval by the Zoning Board of Appeals.

4.3.3.1 *Special* Permit Procedures

The procedures and standards for the submission and approval of a special permit application as set forth in Section 13.4 ~~shall be~~ ~~are~~ complied with except that:

- 1) The applicant shall submit a notarized letter stating that the owner of the premises will occupy one of the dwelling units at all times, except for bona fide temporary absences. This shall be a condition of any special permit;
- 2) The application shall include a floor plan of 1/4 inch to a foot showing proposed changes to the building and a site plan showing the location of the building(s) and the parking spaces.

4.3.4 *Decision*

~~The special permit shall not be made personal to the applicant and shall instead run with the land. Unless the permit expressly provides otherwise, all~~ **All special permits pursuant to section 4.3.2 and 4.3.3 shall lapse at the expiration of one year from their granting. Unless otherwise expressly**

~~provided in the permit.~~ *The special permit granting authority shall condition each special permit to terminate on the yearly anniversary date of the grant of the special permit and the special permit* Special Permits for Accessory Apartments will automatically be renewed on an annual basis unless written objection is filed with the Town Clerk prior to any anniversary date. In the event of written objection, a public hearing shall be held prior to deciding whether the Special Permit will be renewed.

Such Special Permit shall automatically terminate upon the sale, transfer or other change in ownership of the property of which such accessory apartment forms a part unless the property is being purchased with the intent to continue the use. In such case, the new owner shall make an application to transfer the Special Permit or for the issuance of a new Special Permit, which must be submitted to the Planning Board within 60 days of the sale or transfer of the property.

Or take any other action relative thereto.

Commentary: These amendments to the Accessory Apartment permit process make the Decision section applicable to all accessory apartments and not just those that are deemed affordable. This change is consistent with state statute. By making this alteration, the special permit process will not be changed and these special permits will still be renewable on an annual basis. These proposed changes also clarify that affordable accessory apartments must be permitted by a special permit through the ZBA, as is current practice. In addition, the renumbering of sections 4.3.2.1 and 4.3.2.2 seeks to remove any potential ambiguity regarding the requirement of a special permit for accessory apartments for residents or contractors reading the Bylaw.

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: 2/3 Majority

ARTICLE 23: Zoning Bylaw Amendment: Common Driveways

To see if the Town will vote to amend the Zoning Bylaw by inserting a new paragraph (6) in Section 5.2.6.5, Common Driveways, striking the word “this” and inserting in 5.2.6.5 a reference to Section 5.2.6, Residential Driveways, by deleting the strikethrough text and inserting the bold italic text, all as set forth below:

5.2.6.5 Common Driveways

Common driveways serving not more than three (3) lots may be allowed by special permit by the Planning Board. A common driveway must satisfy all of the conditions in ~~this Section 5.2.6~~ Residential Driveways as well as all of the following conditions:

- 1) The centerline intersection with the street centerline shall not be less than 45 degrees;
- 2) A minimum cleared width of 12 feet shall be maintained over its entire length;
- 3) A roadway surface of a minimum of pavement or at least 4 inches of graded gravel, placed over a properly prepared base, graded and compacted to drain from the crown shall be installed;

- 4) The driveway shall be located entirely within the boundaries of the lots being served by the driveway;
- 5) Proposed documents shall be submitted to the Planning Board demonstrating that, through easements, restrictive covenants, or other appropriate legal devices, the maintenance, repair, snow removal, and liability for the common driveway shall remain perpetually the responsibility of the private parties, or their successors-in-interest;
- 6) Each lot served by the common driveway shall have adequate frontage as required by the Zoning Bylaw Dimensional Requirements (Section 5.1).**

Or take any other action relative thereto.

***Commentary:** The concept of common driveways can be misleading. Common driveways are typically requested to allow access to more than one lot in order to reduce the number of access points on public or private roads; to protect wetlands and sensitive natural areas from disturbance, including stormwater runoff; and/or to preserve a rural atmosphere. These proposed changes seek to clarify that each lot needs to have the requisite frontage on a roadway and that common driveways cannot be used to access back land that would otherwise not be buildable.*

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: 2/3 Majority

ARTICLE 24: Zoning Bylaw Amendment: Personal Wireless Service Facilities

To see if the Town will vote to amend the Zoning Bylaw to insert in Section 12.4.3.3. a missing reference to Section 12.4.5.6, with text to be inserted shown in bold italics, as set forth below:

12.4 Personal Wireless Service Facility

12.4.3.3 A PWSF that exceeds the height restrictions of this Section may be permitted by special permit in accordance with Section ***12.4.5.6***, below.

Or take any other action relative thereto.

***Commentary:** This article is an administrative change to add a missing reference accidentally omitted in this section when it was originally drafted and approved. The addition of the correct reference will have no impact on how the Personal Wireless Service Facility Bylaw will be interpreted or administered.*

Recommendation of the Planning Board: Favorable Action (4-0-0)

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: 2/3 Majority

ARTICLE 25: **Local Acceptance: Municipal Veterans Assistance Fund**

To see if the Town will vote to accept the provisions of MGL Chapter 60, Section 3F to establish a municipal veterans assistance fund, whereby the Town may designate a place on its municipal property tax bills, motor vehicle excise bills, or mail with such bills a separate form for taxpayers to voluntarily check off, donate and pledge an amount of money for support of veterans and veterans services as authorized by the law.

Or take any other action relative thereto.

***Commentary:** This local option statute, if adopted, is intended to provide timely financial assistance to local veterans in need of food, transportation, and heating expenses from funds donated by residents. Residents would be given the option to donate funds when submitting their property tax bills each quarter. Once collected, the newly formed Veterans Committee will work with our local Veterans Service Officer to allocate these funds to eligible veterans who apply for this support. Although the Commonwealth offers Chapter 115 financial assistance for veterans, very few Wenham veterans have been able to take advantage of these benefits over the years due to the state's restrictive eligibility requirements. This fund would provide a more responsive program specifically targeted to meet the needs of our veterans.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 26: **Local Acceptance: Modification to Senior Circuit Breaker Tax Exemption Program**

To see if the Town will vote in accordance with MGL Chapter 59, Section 5, Clause Forty-First C½, which statute provides the Town with greater flexibility to customize the so-called “senior circuit breaker program”, a property tax exemption for income eligible seniors, by reducing the eligible age of seniors from 70 to 65 years, and by increasing the amount of the exemption from 5% to 10%; provided, however, that such statute must be accepted by the Town at the 2019 Annual Town Election in the form of the following question, “Shall G.L. c.59, §5, Clause Forty First C½, granting real estate property tax reductions to qualifying senior citizens, be accepted?”. Or take any other action relative thereto.

***Commentary:** This local option statute ultimately requires approval at the ballot. However, the Town has the ability to make certain limited changes to this program first but must seek approval from Town Meeting to do so. While the Town has already adopted Chapter 59 Section 5 Clause Forty-First C, the so-called senior circuit breaker tax exemption program, only about 10 residents, or less than 1% of Wenham taxpayers, currently benefit from this exemption due to its very restrictive income eligibility requirements.*

These proposed changes would set the exemption amount at 10% of the average property tax bill instead of the fixed \$1,000 amount under the current program. If the ballot measure does get

approved in Spring 2019 and goes into effect in FY20, the new exemption amount will be approximately \$1,030, based on next year's estimated tax rate and median property valuations. It will then continue to track increases to the tax rate and property valuations going forward.

According to our initial projections, while we have some financial capacity in the overlay to absorb the increased volume in exemptions expected to be granted under this expanded program, we will likely have to increase funding for the overlay by at least \$35,000 in FY20 above the \$135,000 amount we have historically allocated. Ultimately, this proposal seeks to provide some limited local property tax relief to approximately 5% of our lowest income seniors.

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

ARTICLE 27: Modification to Elderly Property Tax Deferral Program Interest Rate

To see if the Town will vote to reduce the rate of interest that accrues on property taxes deferred by eligible seniors under MGL Chapter 59, Section 5, Clause Forty-First A from 8% to 4%, with such reduced rate to apply to taxes assessed for any fiscal year beginning on or after July 1, 2018.

Or take any other action relative thereto.

Commentary: *The Town also offers a property tax deferral program for income eligible seniors. These deferrals are recorded by the placement of a lien on the property and all deferred tax payments are ultimately collected by the Town upon a change in ownership. Although we have seen very limited participation in this program over the years, the Town would like to act on our ability to decrease the interest rate for those who do enter into this program down from 8% to 4%, which is more in keeping with rates charged by other area municipalities who offer this deferral option.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (5-0-0)

Vote needed: Simple Majority

ARTICLE 28: Modification to Elderly Property Tax Deferral Program Income Eligibility Levels

To see if the Town will vote to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under MGL Chapter 59, Section 5, Clause Forty First A from \$20,000 to \$40,000, with such increase to be effective for deferrals granted for taxes assessed for any fiscal year beginning on or after July 1, 2018.

Or take any other action relative thereto.

***Commentary:** The Town is seeking to increase the income eligibility requirements under this property tax deferral program up to \$40,000, the maximum allowable by statute. Again, very few residents have taken advantage of this program. Although residents must meet other program requirements, these limited participation rates are likely due in part to the very low income eligibility thresholds. Recognizing the financial pressures that mounting local property taxes place on our seniors, the Town is looking to provide greater relief where possible under the statute. If approved, these higher income eligibility standards will apply to the betterment deferral program outlined in Article 29.*

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

ARTICLE 29: Local Acceptance: Elderly Betterment Assessment Deferral Program

To see if the Town will vote to accept the provisions of MGL Chapter 80, Section 13B, providing a mechanism for income eligible elderly residents to enter into deferral and recovery agreements for the payment of assessed betterments.

Or take any other action relative thereto.

***Commentary:** This article seeks to add a new deferral program that narrowly applies to betterments assessed to residents for specific improvements from which they benefit. Unlike the property tax deferral program, residents seeking deferral on betterment payments may have a mortgage but must receive prior written approval from their mortgage holder before entering into this program.*

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

ARTICLE 30: Local Acceptance and Bylaw Adoption: Administration of Fines

To see if the Town will vote to accept the provisions of MGL Chapter 40U in its entirety, allowing for the administration of fines as a result of violations of any rule, regulation, order, or by-law regulating the housing, sanitary or municipal snow and ice removal requirements of the Town; and to amend the General Bylaws by adding a new Chapter XXIX as set forth below:

CHAPTER XXIX

ADMINISTRATION OF FINES FOR CERTAIN VIOLATIONS

SECTION 1

The procedures for the payment and collection of unpaid municipal fines, as set forth in Chapter 40U of the Massachusetts General Laws, are hereby adopted.

SECTION 2

The Board of Selectmen shall appoint a Municipal Hearing Officer to conduct hearings of alleged violations of the Bylaws and Regulations specified in this Chapter.

SECTION 3

The following Bylaws and Regulations and the specified penalties attached thereto shall be included within the procedure established under this Chapter. Each day a violation is committed or permitted to continue shall constitute a separate offense and may be penalized as such hereunder:

| Bylaw or Regulation | Subject | Penalty |
|---------------------|-----------------------------------|---------------------------------------------------|
| Chapter XXI | Water Use Restrictions | \$50 (first offense), \$100 (subsequent offenses) |
| Chapter XXX | Short term Guest Rentals in Homes | \$300 |

SECTION 4

Notwithstanding the provisions of this Bylaw, the Town may enforce its Bylaws and regulations or enjoin violations thereof through any lawful process, including but not limited to through Non-Criminal Disposition as set forth in Chapter XIX of the Town's General Bylaws, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

SECTION 5

The invalidity of any section, provision, paragraph, sentence, or clause of this Bylaw shall not invalidate any other section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.

Or take any action relative thereto.

***Commentary:** Although the Town has the ability to recoup fines issued for bylaw violations through the non-criminal disposition process outlined in Chapter XIX of the General Bylaws, doing so typically requires going through the district courts, which is an inefficient and time consuming process. As proposed, this new local option bylaw, which only applies to violations of the so-called water ban and short term rental bylaws, allows the Town to collect these fines at the local level, adding any unpaid fines for these kinds of bylaw violations to the resident's property tax bills.*

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Recommendation of the Finance & Advisory Committee: Favorable Action (4-0-0)

Vote needed: Simple Majority

ARTICLE 31: Change in Moderator Term from 1 Year to 3 Years

To see if the Town will vote to increase the term of the Town Moderator from one year to three years, provided that if this article is approved, the office of Moderator shall appear on the ballot at the 2019 Annual Town Election for a term of three years.

Or take any other action relative thereto.

***Commentary:** The Moderator position presides over Town Meeting, regulating the proceedings, deciding all questions of order, and making public declarations of all votes. While Wenham has a history of Moderators who have held the position for many years, there can be a relatively steep learning curve for residents who are newly elected to this important elected position. Statewide, just over half of the Moderators have a three year term. While only approximately one quarter of the Moderators in Essex County have three year terms, it is the last elected position with a one year term in Wenham at this time.*

Recommendation of the Board of Selectmen: Favorable Action (2-0-0)

Vote needed: Simple Majority

ARTICLE 32: Bylaw Amendment: Change in Town Meeting Quorum Requirements

To see if the Town will vote to amend Chapter 1, Section 1 of the Town Bylaws with respect to the quorum requirement for Town Meeting, by deleting the strikethrough text and inserting the bold italic text, all as set forth below:

~~Five percent of the registered voters on the voting list at the time of an annual town meeting~~
One hundred and twenty registered voters of the Town shall constitute a quorum for ~~such~~
each annual and special town meeting, ~~and two percent of the registered voters on the voting~~
~~list at the time of the annual town meeting shall constitute a quorum for all special town~~
~~meetings prior to the next annual town meeting,~~ provided that a number less than a quorum
may from time to time adjourn the same. This section shall not apply to such parts of meetings
as are devoted to the election of town officers.

Or take any other action relative thereto.

***Commentary:** Although Wenham has historically always managed to meet quorum requirements for Annual Town Meeting, concerns about the impacts of inclement weather in early April as well as an overall trend towards declining participation over the last five years are motivating factors behind this proposed change. At this time, 5% of registered voters, the current quorum requirement for Annual Town Meeting, equates to about 140 residents. This article would seek to decrease that number down to 120 residents to try to avoid the need to postpone Annual Town Meeting due to a lack of quorum. At the same time, 2% of registered voters, the current quorum requirement for Special Town Meeting, equates to about 55 residents. The intent of increasing the Special Town Meeting quorum requirement to match that of Annual Town Meeting is to*

ensure that the will of Special Town Meeting accurately reflects the input and interests of the community. The shift to a fixed number instead of using a percentage of registered voters to calculate quorum is based on the expectation that our population levels will remain relatively static.

Recommendation of the Board of Selectmen: Favorable Action (3-0-0)

Vote needed: Simple Majority

ARTICLE 33: Election of Town Officers

To choose the following officers:

Board of Assessors, one position, three year term; Board of Health, one position, three year term; Board of Selectmen, one position, three year term; Hamilton Wenham Regional Library Trustee, two at-large positions, three year terms; Hamilton Wenham School Committee, two positions, three year terms; Moderator, one year term; Planning Board, one position, five year term and one position for three years – to fill an unexpired term; Water Commissioner, one position, three year term; Wenham Housing Authority, one position, five year term.

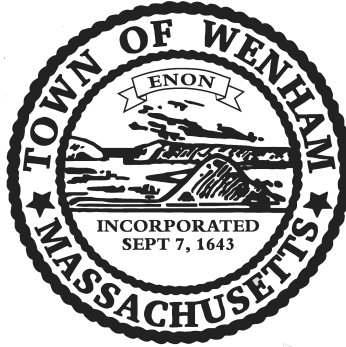
And to answer the following questions:

Shall the Town of Wenham be allowed to assess an additional \$331,294 in real estate and personal property taxes for the purposes of funding the Town of Wenham’s annual assessment for the FY 2019 Hamilton Wenham Regional School District budget as adopted by the Hamilton Wenham Regional School Committee?

Shall the Town of Wenham be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of installing a fire suppression system at the Winthrop Elementary School, including the payment of all costs incidental or related thereto?

Shall the Town of Wenham be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the bond issued by the Hamilton-Wenham Regional School District for the purpose of paying costs of various FY19 “Safety, Accessibility and Critical Infrastructure” capital projects within the District as outlined in the District’s Five-Year Capital Plan dated February 13, 2018, including the payment of all costs incidental or related thereto?

And you are hereby directed to serve this warrant by posting attested copies thereof at Town Hall, Hamilton-Wenham Regional Library, Senior Center, and on the bulletin board outside the Fire Station seven days at least before the time of the meeting aforesaid.

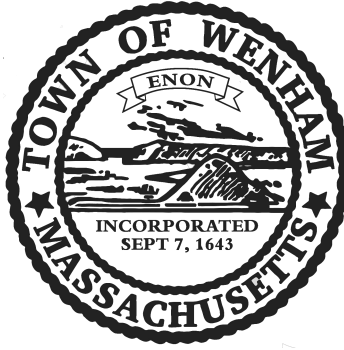


Appendices

| | |
|------------|----------------------------------------------------------|
| Appendix 1 | Regional School District Budget Summary |
| Appendix 2 | Winthrop School Fire Suppression |
| Appendix 3 | Recommended Capital Improvement Program |
| Appendix 4 | Bond Repayment Schedule |
| Appendix 5 | Median Home Assessed Value and Median Real Estate Tax |
| Appendix 6 | Reserve Fund, Free Cash, and New Growth Summaries |
| Appendix 7 | Proposed FY 2019 Budget Percentages by Segment |
| Appendix 8 | Report of the Longmeadow Way Joint Study Committee |
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2018

**Warrant for the Annual
Town Meeting
Part II, Appendices**



Appendix 1

FY 2019 Regional School District Budget Summary

2018

**Warrant for the Annual
Town Meeting
Part II, Appendices**

TOWN OF WENHAM
FINANCE AND ADVISORY COMMITTEE
BASIS FOR FY 2018 PAYMENTS TO REGIONAL SCHOOL DISTRICT



FY19 Budget – District Totals
Level Service PLUS Critical Priorities Net Assessment Budget

| Total Expenses | | | | | |
|------------------------------------------------|----------------------|----------------------|----------------------|---------------------|---------------|
| | FY17 BUD | FY18 BUD | FY19 BUD | Difference | |
| General Operating Expense (Before Offsets) | \$ 30,166,532 | \$ 31,403,624 | \$ 33,097,866 | \$ 1,694,242 | 5.40% |
| Expense Offsets | \$ 1,016,500 | \$ 1,203,808 | \$ 1,203,808 | \$ - | 0.00% |
| General Operating Expenses (After Offsets) | \$ 29,150,032 | \$ 30,199,816 | \$ 31,894,058 | \$ 1,694,242 | 5.61% |
| Debt Service Expense | \$ 2,129,250 | \$ 2,092,860 | \$ 2,115,275 | \$ 22,415 | 1.07% |
| TOTAL EXPENDITURES | \$ 31,279,282 | \$ 32,292,676 | \$ 34,009,333 | \$ 1,716,657 | 5.32% |
| Total Funding Sources | | | | | |
| | FY17 BUD | FY18 BUD | FY19 BUD | Difference | |
| Revenues | | | | | |
| Chapter 70-Base Aid | \$ 3,457,966 | \$ 3,554,656 | \$ 3,606,706 | \$ 52,050 | 1.5% |
| MSBA Debt Service Reimbursement | \$ 1,132,065 | \$ 1,132,065 | \$ 1,132,065 | \$ - | 0.0% |
| State Transportation Reimbursement | \$ 331,304 | \$ 340,686 | \$ 330,837 | \$ (9,849) | -2.9% |
| Medicaid Reimbursement | \$ 85,000 | \$ 85,000 | \$ 150,000 | \$ 65,000 | 76.5% |
| Interest Income | \$ 4,000 | \$ 4,000 | \$ 4,000 | \$ - | 0.0% |
| Prior Year Unexpended Encumbrances | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Other Non-recurring Income (Including Transp) | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Total Revenues | \$ 5,010,335 | \$ 5,116,407 | \$ 5,223,608 | \$ 107,201 | 2.1% |
| Transfers In From Other Funds | | | | | |
| Excess and Deficiency | \$ 555 | \$ 568,821 | \$ 347,218 | \$ (221,603) | -39.0% |
| Total Transfers | \$ 555 | \$ 568,821 | \$ 347,218 | \$ (221,603) | -39.0% |
| Total Funding Sources | \$ 5,010,890 | \$ 5,685,228 | \$ 5,570,826 | \$ (114,402) | -2.0% |
| Total Expenditures | \$ 31,279,282 | \$ 32,292,676 | \$ 34,009,333 | \$ 1,716,657 | 5.3% |
| Less Total Funding Sources | \$ 5,010,890 | \$ 5,685,228 | \$ 5,570,826 | \$ (114,402) | -2.0% |
| NET ASSESSMENT (including Debt Service) | \$ 26,268,392 | \$ 26,607,448 | \$ 28,438,507 | \$ 1,831,059 | 6.9% |
| Total Town Assessments | | | | | |
| | FY17 BUD | FY18 BUD | FY19 BUD | Difference | |
| Hamilton | \$ 17,494,749 | \$ 17,401,271 | \$ 18,385,495 | \$ 984,224 | 5.7% |
| Wenham | \$ 8,773,643 | \$ 9,206,177 | \$ 10,053,012 | \$ 846,835 | 9.2% |
| NET ASSESSMENT (including Debt Service) | \$ 26,268,392 | \$ 26,607,448 | \$ 28,438,507 | \$ 1,831,059 | 6.9% |

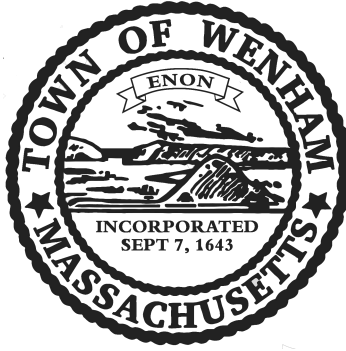
FY 19 Budget Certified
Donald E. Gaudet
Treasurer



FY19 Budget – District Totals

5 Year Summary of Net Assessments to the Towns

| | <u>FY15 BUD</u> | <u>FY16 BUD (1)</u> | <u>FY17 BUD (2)</u> | <u>FY18 BUD (3)</u> | <u>FY19 BUD (4)</u> |
|-------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| Operations | | | | | |
| Hamilton | \$16,302,008 | \$16,417,016 | \$16,837,974 | \$16,776,063 | \$17,746,438 |
| Wenham | <u>\$7,338,512</u> | <u>\$7,724,443</u> | <u>\$8,433,233</u> | <u>\$8,870,590</u> | <u>\$9,708,859</u> |
| SubTotal | \$23,640,520 | \$24,141,459 | \$25,271,207 | \$25,646,653 | \$27,455,297 |
| | | | | | |
| Debt | | | | | |
| Hamilton | \$565,876 | \$574,956 | \$656,775 | \$625,208 | \$639,057 |
| Wenham | <u>\$272,451</u> | <u>\$286,487</u> | <u>\$340,410</u> | <u>\$335,587</u> | <u>\$344,153</u> |
| SubTotal | \$838,327 | \$861,443 | \$997,185 | \$960,795 | \$983,210 |
| | | | | | |
| Total | | | | | |
| Hamilton | \$16,867,884 | \$16,991,972 | \$17,494,749 | \$17,401,271 | \$18,385,495 |
| Wenham | <u>\$7,610,963</u> | <u>\$8,010,930</u> | <u>\$8,773,643</u> | <u>\$9,206,177</u> | <u>\$10,053,012</u> |
| Total | \$24,478,847 | \$25,002,902 | \$26,268,392 | \$26,607,448 | \$28,438,507 |
| | | | | | |
| | | | | | |
| (1) FY16 Assessment reduced by \$395,781 (return of Certified E&D) per School Committee Policy D4021. | | | | | |
| (2) FY17 Assessment reduced by \$555 (return of Certified E&D) per School Committee Policy D4021. | | | | | |
| (3) FY18 Assessment reduced by \$568,821 (return of Certified E&D) per School Committee Policy D4021. | | | | | |
| (4) FY19 Assessment reduced by \$347,218 (return of Certified E&D) per School Committee Policy D4021. | | | | | |



Appendix 2

Winthrop School Fire Suppression

2018

**Warrant for the Annual
Town Meeting
Part II, Appendices**

AGREEMENT AMENDED
WINTHROP ELEMENTARY SCHOOL SPRINKLER SYSTEM INSTALLATION
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Agreement this 5th day of September, 2017, by and between the Town of Hamilton (the "Town"), a municipal corporation and political subdivision of the Commonwealth of Massachusetts, and the Hamilton Wenham Regional School District (the "HWRSD"), 5 School Street, Wenham, MA (together, the "Parties").

Whereas, the Parties entered into an Agreement dated May 25, 2015 regarding the installation of a sprinkler system at the Winthrop Elementary School with an anticipated completion date of no later than August 31, 2018 (see Attached);

Whereas, the HWRSD has applied to the Hamilton Fire Department for a one (1) year extension of time needed to secure funding and complete the installation of the sprinkler system. The extension of time results in a revised completion date of August 31, 2019;

Whereas, the Hamilton Fire Department has agreed to grant the requested extension of time;

Therefore, the parties agree to the following:

The HWRSD will present a stand-alone Warrant Article at the April 2018 Hamilton and Wenham Town Meetings, respectively. This Warrant Article shall represent the full estimated cost of the sprinkler project, including design fees, installation costs, and an upgraded alarm system.

The HWRSD will complete the installation of the sprinkler system in the existing building by August 31, 2019. However, the HWRSD will initiate the procurement phase of the project (e.g., Designer Selection) no later than August 31, 2018.


The Hamilton Fire Department will oversee and inspect the installation of the sprinkler system as necessary to ensure that it is fully compliant with State Fire Code.

The HWRSD may apply to the Hamilton Fire Department for a second extension of the time only if the project is not fully funded and approved by either or both Town Meetings in April 2018.

TOWN OF HAMILTON

By: 
Michael A. Lombardo
Hamilton Town Manager

HWRSD

By: 
Michael M. Harvey, Ed.D.
HWRSD Superintendent of Schools

AGREEMENT
WINTHROP ELEMENTARY SCHOOL SPRINKLER SYSTEM INSTALLATION
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Agreement this 25th day of March, 2015, by and between the Town of Hamilton, a municipal corporation and political subdivision of the Commonwealth of Massachusetts, and the Hamilton Wenham Regional School District (HWRSD), 5 School Street, Wenham, MA.

Whereas, the HWRSD is renovating the Winthrop Elementary School at 325 Bay Road, Hamilton, MA;

Whereas, the State Fire Code, G.L. c. 148, § 26G, requires that the existing building be retrofitted with a sprinkler system;

Whereas, the State Fire Marshall has informed the Hamilton Fire Department that they will accept phased installation of a sprinkler system in the existing building;

Whereas, the Hamilton Fire Department will accept phased installation of a sprinkler system in the existing building;

Therefore, the parties agree to the following:

The HWRSD will install a sprinkler system in the existing building. The installation will commence as soon as practical and will be phased in over the next three years, occurring primarily in the summer months when school is out of session. It is expected that the installation will be completed no later than August 31, 2018.

The Hamilton Fire Department will oversee and inspect the installation as necessary to ensure that it is fully compliant with the State Fire Code.


Hamilton will issue temporary occupancy and building permits to the HWRSD while construction is on-going and in advance of the installation of the sprinkler system. Hamilton may revoke these permits at any time that the Fire Department informs the Building Inspector that either the installation is not in compliance with the State Fire Code or that the installation is not progressing at a reasonable pace.

The HWRSD may apply to the Hamilton Fire Department for an extension of the time period for installation pursuant to this agreement. Extension shall be granted at the sole discretion of Hamilton's Fire Prevention Office.

TOWN OF HAMILTON

By 
Michael A. Lombardo
Hamilton Town Manager

HWRSD

By 
Michael M. Harvey, Ed.D.
HWRSD Superintendent of Schools



HAMILTON FIRE DEPARTMENT
265 BAY ROAD
HAMILTON, MA 01982

Friday, April 04, 2014

Jeffrey Sands
Assistant Superintendent for Finance & Administration
5 School Street
Wenham, Ma 01984

Dear Jeff,

I am following up on our phone conversation from last month concerning the upcoming renovation of the Winthrop School. As I informed you, this will trigger M.G.L. c. 148, s. 26G requiring the school district to retrofit the Winthrop with a sprinkler system. In addition, the present alarm system at this time will not accommodate any additional supervisory devices needed for the sprinkler system installation. Unfortunately, this would force upgrading of the present alarm system as well. I have enclosed a copy of pertinent laws and regulations on "Major" renovations for your review.

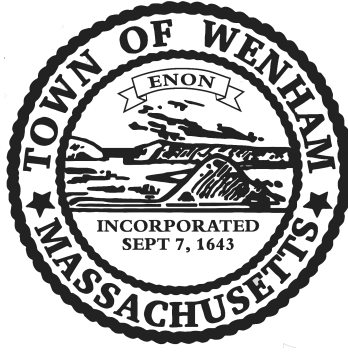
I know our two departments are committed on keeping the children safe while being educated in our schools and this is one more step in that continuing process.

If you have any question regarding this matter please feel free to call myself or Chief Stevens.

Respectfully yours,

Lt. Raymond A. Brunet
Fire Prevention Officer

CC: Phil Stevens Fire Chief
Charles Brett Building Inspector
Dr. Michael Harvey School Superintendent
File



Appendix 3

Town of Wenham Recommended Capital Improvement Program

2018

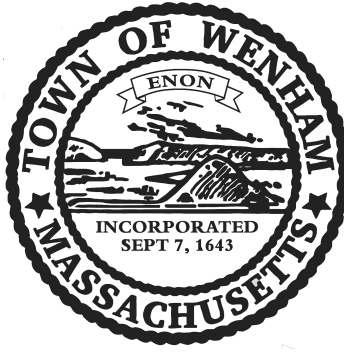
Warrant for the Annual
Town Meeting
Part II, Appendices

| FY 2019 CAPITAL IMPROVEMENT PROGRAM* | Operating Budget (Article 1) | Non- Excluded Debt (Article 1) | Free Cash (Article 6) | Water Surplus (Article 7) | Iron Rail Rental Revolving (Article 14) | Departmental Totals |
|------------------------------------------------|------------------------------|--------------------------------|-----------------------|---------------------------|-----------------------------------------|----------------------|
| <u>II</u> | | | | | | \$ 26,906.00 |
| Town Staff Computers, Printers & Monitors | \$ 7,000.00 | | | | | |
| Financial Software | | \$ 19,906.00 | | | | |
| | | | | | | |
| <u>Police</u> | | | | | | \$ 57,500.00 |
| Marked Police Cruiser | \$ 40,000.00 | | | | | |
| Administrative Vehicle | | | \$ 17,500.00 | | | |
| | | | | | | |
| <u>Fire</u> | | | | | | \$ 119,575.00 |
| Pumper Fire Truck | | \$ 89,575.00 | | | | |
| Portable Radios | | | \$ 30,000.00 | | | |
| | | | | | | |
| <u>Permitting-Inspectional Services</u> | | | | | | |
| Permitting Software Upgrade | \$ 3,000 | | | | | \$ 3,000.00 |
| | | | | | | |
| <u>DPW - Highway</u> | | | | | | \$ 233,943.00 |
| Street & Sidewalk Maintenance | \$ 40,000.00 | | \$ 45,000.00 | | | |
| Peterbilt Truck Lease Payment | \$ 43,020.00 | | | | | |
| 2 Highway Plow Trucks | | \$ 20,923.00 | | | | |
| Front End Loader | | | \$ 40,000.00 | | | |
| Portable Hydraulic Lift | | | \$ 45,000.00 | | | |
| | | | | | | |
| <u>Water</u> | | | | | | \$ 169,382.00 |
| Mini Excavator Lease Payment | \$ 4,632.00 | | | | | |
| Water Capital Reserve | \$ 35,000.00 | | | | | |
| Water Tower Construction | | \$ 75,750.00 | | | | |
| Utility Truck with Plow | | | | \$ 54,000.00 | | |
| | | | | | | |
| <u>Miscellaneous</u> | | | | | | \$ 268,000.00 |
| Iron Rail Roof & Paving | | | | | \$ 245,000.00 | |
| Town Hall Exterior Painting | | | \$ 18,000.00 | | | |
| Used Utility Truck | | | \$ 5,000.00 | | | |
| | | | | | | |
| FY 2019 Capital Totals | \$ 172,652.00 | \$ 206,154.00 | \$ 200,500.00 | \$ 54,000.00 | \$ 245,000.00 | \$ 878,306.00 |

*Capital Appropriations are organized by Warrant Article

Town of Wenham
Capital Improvement Program FY 2019-2023

| Department | FY 2019 | TA Recommended & BOS/FinCom Approved | Funding Source | FY 2020 | FY 2021 | FY 2022 | FY 2023 | 5 year total |
|-------------------------------------------------|------------------|-----------------------------------------------|----------------------------------------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| DPW | | | | | | | | |
| 2 Highway Plow Trucks | \$20,923 | \$20,923 | General Fund Operating (Nonexcluded Debt) | \$19,584 | \$18,267 | | | \$58,774 |
| Peterbilt Truck | \$43,020 | \$43,020 | General Fund Operating | \$43,020 | \$43,020 | | | \$129,060 |
| Mini Excavator | \$4,632 | \$4,632 | DPW Revolving | \$4,632 | | | | \$9,264 |
| State Road Capital | \$150,000 | \$150,000 | Chapter 90 | \$150,000 | \$150,000 | \$150,000 | \$150,000 | \$750,000 |
| Highway Road Capital | \$85,000 | \$85,000 | General Fund Operating (\$40k) & Free Cash (\$45k) | \$90,000 | \$100,000 | \$100,000 | | \$375,000 |
| Front end Loader | \$40,000 | \$40,000 | Free Cash | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$200,000 |
| Portable Hydraulic Lift | \$45,000 | \$45,000 | Free Cash | | | | | \$45,000 |
| Mowers | \$7,000 | \$7,000 | DPW Revolving | | | | | \$7,000 |
| One Ton Pick-up | | | | \$60,000 | | | | \$60,000 |
| Backhoe | | | | \$170,000 | | | | \$170,000 |
| Landscape Trailer | | | | | \$5,200 | | | \$5,200 |
| Medium duty Truck w/ Plow | | | | | \$170,000 | | | \$170,000 |
| DPW Fuel Storage Tank | | | | | \$250,000 | | | \$250,000 |
| Total DPW in General Fund Operating | | \$103,943 | | | | | | |
| Total DPW from Free Cash | | \$130,000 | | | | | | |
| Total DPW | \$395,575 | \$395,575 | | \$577,236 | \$776,487 | \$290,000 | \$190,000 | \$2,229,298 |
| Police | | | | | | | | |
| Front line Cruiser | \$40,000 | \$40,000 | General Fund Operating | \$42,000 | \$42,000 | \$42,000 | \$42,000 | \$208,000 |
| Administrative Vehicle | \$17,500 | \$17,500 | Free Cash | \$12,000 | \$12,000 | \$15,000 | \$15,000 | \$71,500 |
| Tactical Vests | | | | \$12,000 | | | | \$12,000 |
| 4 MDT units (Cruiser Laptops) | | | | | \$24,000 | | | \$24,000 |
| Auto Plate Reader | | | | | | \$22,000 | | \$22,000 |
| 14 Rifles | | | | | | | \$14,000 | \$14,000 |
| Station Cameras & Security Hardware Upgrade | | | | | | | \$150,000 | \$150,000 |
| Total Police in General Fund Operating | | \$40,000 | | | | | | |
| Total Police from Free Cash | | \$17,500 | | | | | | |
| Total Police | \$57,500 | \$57,500 | | \$66,000 | \$78,000 | \$79,000 | \$221,000 | \$501,500 |
| Fire Dept | | | | | | | | |
| Pumper Fire Truck | \$87,359 | \$87,359 | General Fund Operating (Nonexcluded Debt) | \$81,768 | \$76,269 | | | \$245,396 |
| Administrative Vehicles | | | | | \$45,000 | \$50,000 | | \$95,000 |
| Portable Radios | \$30,000 | \$30,000 | Free Cash | | | | | \$30,000 |
| Protective Gear | | | | | \$25,000 | | | \$25,000 |
| Rescue Truck/Ambulance | | | | \$100,000 | | | | \$100,000 |
| Total Fire in General Fund Operating | | \$87,359 | | | | | | |
| Total Fire from Free Cash | | \$30,000 | | | | | | |
| Total Fire | \$117,359 | \$117,359 | | \$181,768 | \$146,269 | \$50,000 | \$0 | \$495,396 |
| IT | | | | | | | | |
| Financial Software | \$19,413 | \$19,413 | General Fund Operating (Nonexcluded Debt) | \$18,171 | \$16,949 | | | \$54,533 |
| Library Computers | | | | \$11,000 | | | | \$11,000 |
| PCs/Laptops | \$7,000 | \$7,000 | General Fund Operating | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$47,000 |
| Library Server | | | | \$9,600 | | | | \$9,600 |
| Permitting Software Upgrade | \$3,000 | \$3,000 | General Fund Operating | | | | | \$3,000 |
| Total IT in General Fund Operating | | \$26,413 | | | | | | |
| Total IT from Free Cash | | \$0 | | | | | | |
| Total IT | \$26,413 | \$26,413 | | \$48,771 | \$26,949 | \$10,000 | \$10,000 | \$125,133 |
| Recreation | | | | | | | | |
| Replace Gym Floor | \$2,063 | \$2,063 | General Fund Operating | | | | | \$2,063 |
| Tennis courts at Pingree Park | | | | | \$30,000 | | | \$30,000 |
| High School Turf Field | | | | | | | \$3,671,863 | \$3,671,863 |
| Total Recreation in General Fund Operating | | \$2,063 | | | | | | |
| Total Recreation from Free Cash | | \$0 | | | | | | |
| Total Rec | \$2,063 | \$2,063 | | \$0 | \$30,000 | \$0 | \$3,671,863 | \$3,703,926 |
| Library | | | | | | | | |
| Phone System Upgrade | \$6,500 | \$6,500 | State Aid | | | | | \$6,500 |
| Repair Sidewalk | | | | \$12,000 | | | | \$12,000 |
| Carpet Replacement 1st/2nd Floors | | | | \$65,000 | | | | \$65,000 |
| Total Library in General Fund Operating | | \$0 | | | | | | |
| Total Library from Free Cash | | \$0 | | | | | | |
| Total Library | \$6,500 | \$6,500 | | \$77,000 | \$0 | \$0 | \$0 | \$77,000 |
| Miscellaneous | | | | | | | | |
| Mini Excavator | \$4,632 | \$4,632 | Cemetery Reserves | \$4,632 | | | | \$9,264 |
| Paint Town Hall | \$18,000 | \$18,000 | Free Cash | | | | | \$18,000 |
| Used Utility Truck | \$5,000 | \$5,000 | Free Cash | | | | | \$5,000 |
| Replace Town Hall Cornerstones | | | | \$15,000 | | | | \$15,000 |
| COA Roof Repairs | | | | \$15,000 | | | | \$15,000 |
| Total Misc in General Fund Operating | | \$0 | | | | | | |
| Total Misc from Free Cash | | \$23,000 | | | | | | |
| Total Facilities | \$27,632 | \$27,632 | | \$34,632 | \$0 | \$0 | \$0 | \$62,264 |
| Iron Rail | | | | | | | | |
| Replace Roofing, Gutter, and Fascia | \$12,000 | \$12,000 | Iron Rail Rental Revolving - Nonexcluded Debt | \$12,000 | \$12,000 | \$12,000 | \$12,000 | \$60,000 |
| Road and Parking Lot Paving | \$5,000 | \$5,000 | Iron Rail Rental Revolving - Nonexcluded Debt | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$25,000 |
| Design and Replace Septic System | \$7,500 | \$7,500 | Iron Rail Rental Revolving - Nonexcluded Debt | \$7,500 | | | | \$15,000 |
| Total Iron Rail in General Fund Operating | | \$0 | | | | | | |
| Total Iron Rail from Free Cash | | \$0 | | | | | | |
| Total Iron Rail | \$24,500 | \$24,500 | | \$24,500 | \$17,000 | \$17,000 | \$17,000 | \$100,000 |
| Water | | | | | | | | |
| Mini Excavator | \$4,632 | \$4,632 | General Fund Operating | \$4,632 | | | | \$9,264 |
| Water Tower Construction | \$75,750 | \$75,750 | General Fund Operating (Nonexcluded Water Debt) | | | | | \$75,750 |
| Utility Truck with Plow | \$54,000 | \$54,000 | Water Surplus | | | | | \$54,000 |
| Water Capital Reserve | \$35,000 | \$35,000 | General Fund Operating | \$35,000 | \$35,000 | \$35,000 | \$35,000 | \$175,000 |
| Emergency Generator at Pleasant St Pump Station | | | | | | \$125,000 | | \$125,000 |
| Total Water in General Fund Operating | | \$115,382 | | | | | | |
| Total Water from Water Surplus | | \$54,000 | | | | | | |
| Total Water | \$169,382 | \$169,382 | | \$39,632 | \$35,000 | \$160,000 | \$35,000 | \$439,014 |
| TOTAL | | | | | | | | |
| Total General Fund Operating | | \$375,160 | | | | | | |
| Total One-time Funds (Free Cash, etc) | | \$254,500 | | | | | | |
| Other Funding Sources | | \$197,264 | | | | | | |
| Summary | \$826,924 | \$826,924 | | \$1,049,539 | \$1,109,705 | \$606,000 | \$4,144,863 | \$7,733,531 |



Appendix 4

Bond Repayment Schedule

2018

**Warrant for the Annual
Town Meeting
Part II, Appendices**

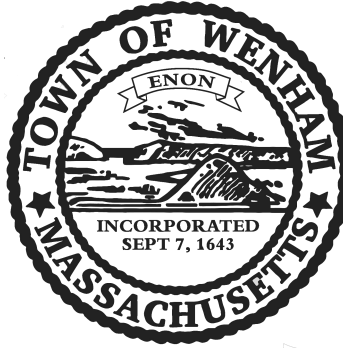
| | | | | | | | | | | | | | FY2018 \$812,810 | Water Rates 1.58% | Water Rates 2.224% | CPA 1.790% |
|--------|----------------------------|-------------------------|--------------------|-----------------------|-----------------------|--------------|-------------------|---------------|---------|----------------------------|-------------------|-----------------------|---------------------|-------------------------|--------------------------|---------------|
| | \$55,080,866 | * \$24,781,000 | | 1.62% | 1.55% | 1.55% | 1.790% | 2.393% | 2.224% | 2.700% | | | | \$ | \$ | \$ |
| FY | *** School 2012 Project | ** School 97 Project | **School Boiler | * Joint Library | * Lease Buy-out | Town Hall | * Town Hall | * Culverts | ESCO | ***2015 ATM ART 11 & 12 | Total Payments | Tax Rate Impact | | Water Tank | Water Water | Town Hall |
| 2018 | 27,594 | 231,875 | | 62,600 | 15,750 | 10,500 | 257,150 | 52,230 | 27,990 | | 685,689 | 843.60 | | 83,800 | 36,405 | 135,450 |
| 2019 | 26,963 | 232,187 | | 51,500 | 15,450 | 10,300 | 243,050 | 86,830 | 27,420 | 127,695 | 821,395 | 1,010.56 | | 77,250 | | 133,250 |
| 2020 | 26,331 | | | 50,500 | 15,150 | 10,100 | 234,100 | 84,740 | 26,760 | 119,523 | 567,204 | 697.83 | | 75,750 | | 126,100 |
| 2021 | 25,699 | | | | | | 230,200 | 82,460 | 26,040 | 111,485 | 475,884 | 585.48 | | | | 124,000 |
| 2022 | 25,067 | | | | | | 221,350 | 79,895 | 25,230 | | 351,542 | 432.50 | | | | 121,900 |
| 2023 | 24,436 | | | | | | 217,550 | 77,235 | 24,390 | | 343,611 | 422.74 | | | | 114,850 |
| 2024 | 23,804 | | | | | | 203,625 | | | | 227,429 | 279.81 | | | | 112,725 |
| 2025 | 23,172 | | | | | | 198,000 | | | | 221,172 | 272.11 | | | | 109,600 |
| 2026 | 22,541 | | | | | | 190,800 | | | | 213,341 | 262.47 | | | | 100,700 |
| 2027 | 21,909 | | | | | | 183,600 | | | | 205,509 | 252.84 | | | | 96,900 |
| 2028 | 21,277 | | | | | | | | | | 21,277 | 26.18 | | | | |
| 2029 | 20,645 | | | | | | | | | | 20,645 | 25.40 | | | | |
| 2030 | 20,014 | | | | | | | | | | 20,014 | 24.62 | | | | |
| 2031 | 19,382 | | | | | | | | | | 19,382 | 23.85 | | | | |
| 2032 | 18,750 | | | | | | | | | | 18,750 | 23.07 | | | | |
| 2033 | 18,119 | | | | | | | | | | 18,119 | 22.29 | | | | |
| 2034 | 17,487 | | | | | | | | | | 17,487 | 21.51 | | | | |
| 2035 | 16,855 | | | | | | | | | | 16,855 | 20.74 | | | | |
| 2036 | 16,224 | | | | | | | | | | 16,224 | 19.96 | | | | |
| 2037 | 15,592 | | | | | | | | | | 15,592 | 19.18 | | | | |
| 2038 | 14,960 | | | | | | | | | | 14,960 | 18.41 | | | | |
| 2039 | 14,328 | | | | | | | | | | 14,328 | 17.63 | | | | |
| 2040 | 13,697 | | | | | | | | | | 13,697 | 16.85 | | | | |
| 2041 | 13,065 | | | | | | | | | | 13,065 | 16.07 | | | | |
| 2042 | 12,433 | | | | | | | | | | 12,433 | 15.30 | | | | |
| Totals | 500,344 | 464,061 | | 164,600 | 46,350 | 30,900 | 2,179,425 | 463,390 | 157,830 | 358,703 | 4,365,603 | 361.42 Avg. Impact | | 236,800 | 36,405 | 1,175,475 |

* Debt Exclusion

** School Debt is based on current statistical information
(this will change from year to year as statistical data changes)

** Essex North Shore Agricultural & Technical High School Debt

***Debt service for 2015 Pumper Truck, (2) Highway trucks with plows and sanders and finance/accounting software



Appendix 5

Median Home Assessed Value And Median Real Estate Tax

2018

**Warrant for the Annual
Town Meeting
Part II, Appendices**

MEDIAN HOME ASSESSED VALUE AND REAL ESTATE TAX

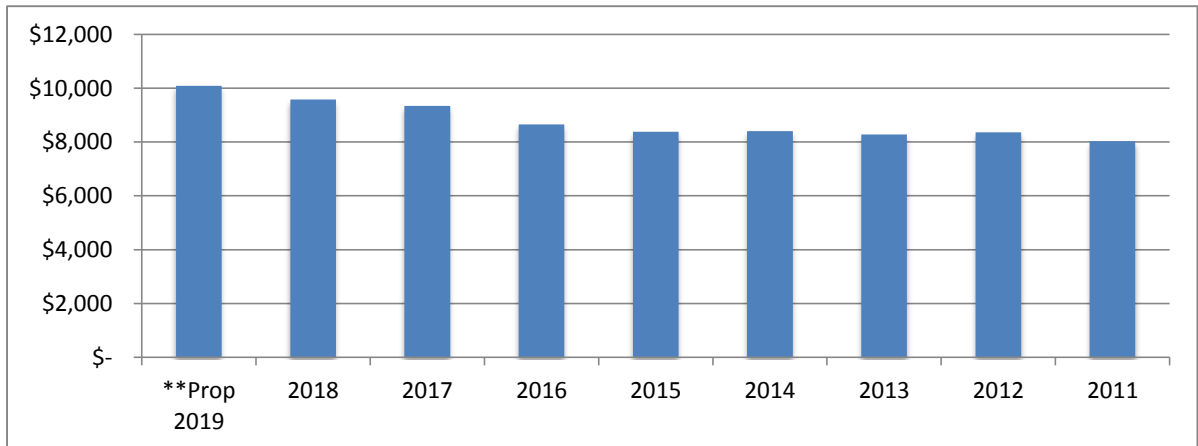
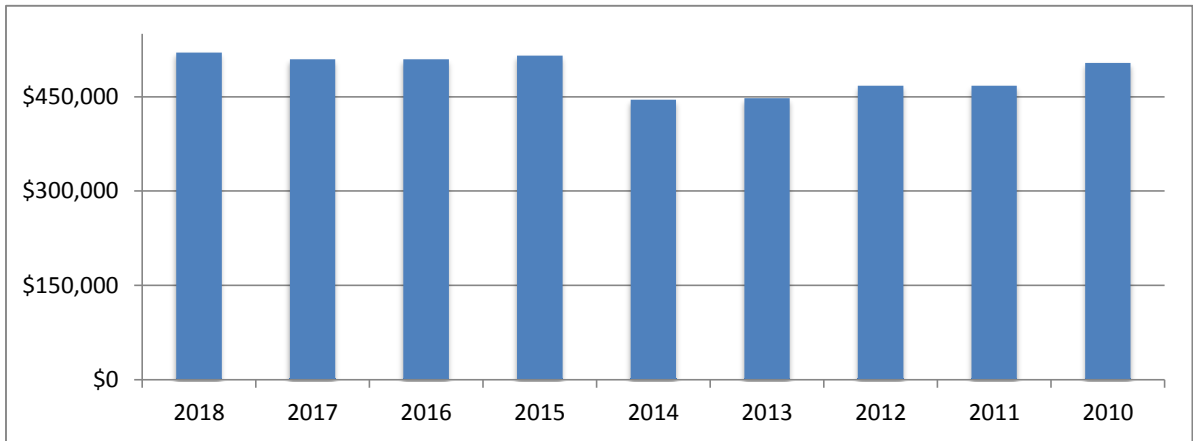
MEDIAN HOME ASSESSED VALUE 2010-2018

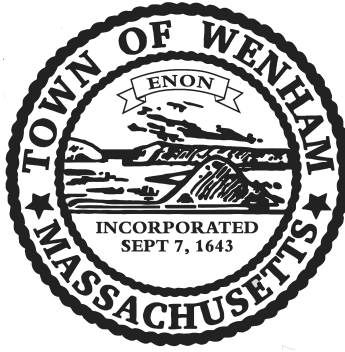
| | |
|------|------------|
| 2018 | \$ 520,450 |
| 2017 | \$ 509,550 |
| 2016 | \$ 509,700 |
| 2015 | \$ 515,600 |
| 2014 | \$ 445,300 |
| 2013 | \$ 447,700 |
| 2012 | \$ 467,500 |
| 2011 | \$ 467,550 |
| 2010 | \$ 503,750 |

MEDIAN HOME REAL ESTATE TAX 2011-2019

| | |
|-------------|-----------|
| **Prop 2019 | \$ 10,086 |
| 2018 | \$ 9,574 |
| 2017 | \$ 9,340 |
| 2016 | \$ 8,655 |
| 2015 | \$ 8,379 |
| 2014 | \$ 8,407 |
| 2013 | \$ 8,274 |
| 2012 | \$ 8,364 |
| 2011 | \$ 8,029 |

** Assumes no assessment increase and approval of school operating override.





Appendix 6

Reserve Fund, Free Cash, and New Growth Summaries

2018

Warrant for the Annual
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FREE CASH

Free cash is the amount of unrestricted funds available as a funding source for appropriation after certification by the Director of Accounts. Once certified, free cash can be appropriated up until the following June 30 by Town Meeting for any legal spending purpose. Free cash is generated when actual operations of the fiscal year revenue collections exceed the estimates used for budgeting and actual expenditures and encumbrances (committed funds not yet expended) are less than appropriations.

| As of Date | Fiscal Year | | Free Cash |
|------------|-------------|----|-----------|
| 6/30/2002 | 2002 | \$ | 687,915 |
| 6/30/2003 | 2003 | \$ | 803,578 |
| 6/30/2004 | 2004 | \$ | 631,437 |
| 6/30/2005 | 2005 | \$ | 421,546 |
| 6/30/2006 | 2006 | \$ | 661,685 |
| 6/30/2007 | 2007 | \$ | 886,645 |
| 6/30/2008 | 2008 | \$ | 497,002 |
| 6/30/2009 | 2009 | \$ | 555,964 |
| 6/30/2010 | 2010 | \$ | 629,098 |
| 6/30/2011 | 2011 | \$ | 605,192 |
| 6/30/2012 | 2012 | \$ | 584,345 |
| 6/30/2013 | 2013 | \$ | 797,322 |
| 6/30/2014 | 2014 | \$ | 586,863 |
| 6/30/2015 | 2015 | \$ | 1,061,225 |
| 6/30/2016 | 2016 | \$ | 1,371,147 |
| 6/30/2017 | 2017 | \$ | 1,232,635 |

STABILIZATION FUND

A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 S.5B). The total of all stabilization fund balances may not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money from the stabilization fund.

| As of Date | Fiscal Year | | Ending Balance |
|------------|-------------|----|----------------|
| 6/30/2002 | 2002 | \$ | 389,696.65 |
| 6/30/2003 | 2003 | \$ | 396,717.12 |
| 6/30/2004 | 2004 | \$ | 401,566.66 |
| 6/30/2005 | 2005 | \$ | 410,847.31 |
| 6/30/2006 | 2006 | \$ | 424,471.59 |
| 6/30/2007 | 2007 | \$ | 443,183.63 |
| 6/30/2008 | 2008 | \$ | 465,843.44 |
| 6/30/2009 | 2009 | \$ | 476,488.62 |
| 6/30/2010 | 2010 | \$ | 482,774.98 |
| 6/30/2011 | 2011 | \$ | 489,156.52 |
| 6/30/2012 | 2012 | \$ | 496,505.81 |
| 6/30/2013 | 2013 | \$ | 504,872.09 |
| 6/30/2014 | 2014 | \$ | 508,197.18 |
| 6/30/2015 | 2015 | \$ | 512,314.95 |
| 6/30/2016 | 2016 | \$ | 516,856.09 |
| 6/30/2017 | 2017 | \$ | 520,169.41 |

NEW GROWTH

New Growth represents new tax dollars resulting from the new articles of personal property or previously exempt property, real estate taxed separate parcels for the first time (subdivisions, condo conversions) and increases in assessed value over prior years

| As of Date | Fiscal Year | | New Growth |
|------------|-------------|----|------------|
| 7/1/2002 | 2003 | \$ | 51,322.00 |
| 7/1/2003 | 2004 | \$ | 79,274.00 |
| 7/1/2004 | 2005 | \$ | 112,870.00 |
| 7/1/2005 | 2006 | \$ | 88,558.00 |
| 7/1/2006 | 2007 | \$ | 116,948.00 |
| 7/1/2007 | 2008 | \$ | 171,769.00 |
| 7/1/2008 | 2009 | \$ | 190,910.00 |
| 7/1/2009 | 2010 | \$ | 46,828.00 |
| 7/1/2010 | 2011 | \$ | 33,209.00 |
| 7/1/2011 | 2012 | \$ | 60,532.00 |
| 7/1/2012 | 2013 | \$ | 103,038.00 |
| 7/1/2013 | 2014 | \$ | 130,638.00 |
| 7/1/2014 | 2015 | \$ | 108,041.00 |
| 7/1/2015 | 2016 | \$ | 63,095.00 |
| 7/1/2016 | 2017 | \$ | 90,337.00 |
| 7/1/2017 | 2018 | \$ | 208,167.00 |

RESERVE FUND

Under state statutes, towns are permitted to establish a reserve fund to provide for extraordinary or unforeseen expenditures. A reserve can be established and funded as a line-item in the annual budget, or it can be created by a separate budget article and a line-item in the annual budget, or it can be created by a separate budget article and funded through a transfer from a specified revenue source. Transfer-out of a reserve require a majority vote of a Town finance committee. Expenditures cannot be made directly from the reserve fund. Instead, funds must be transferred to another account even if newly created, against which the charge is then posted.

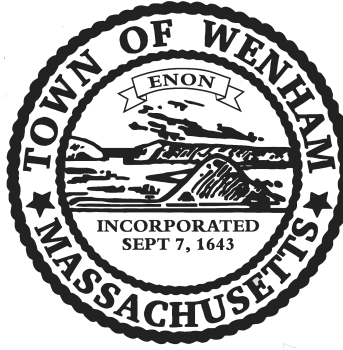
FY18 RESERVE FUND TRACKING

| | |
|---------------------|--------------|
| Reserve Fund Budget | \$125,000.00 |
|---------------------|--------------|

Transfers COMPLETED

| DATE | REF # | ITEM | | DESCRIPTION |
|----------|-------------|--------------------------------|--------------|----------------------------------------------------------------------------------------------|
| 12/20/17 | FY2018-0001 | Tree Inventory | (\$6,350.00) | Scope of work for tree inventory to deal with aging tree population and safety of residents |
| 12/20/17 | FY2018-0002 | OPEB Actuarial Analysis | (\$5,500.00) | OPEB actuarial analysis requirement changed from every 3 years to 2 years, required in FY 18 |
| 02/21/18 | FY2018-0003 | Special Projects Mgr Grade Chg | (\$3,754.00) | Upgrade Permitting Coordinator/Special Projects Manager from Grade 8 to a Grade 6A |

| | |
|---------------------------|--------------|
| Present Available Balance | \$109,396.00 |
|---------------------------|--------------|



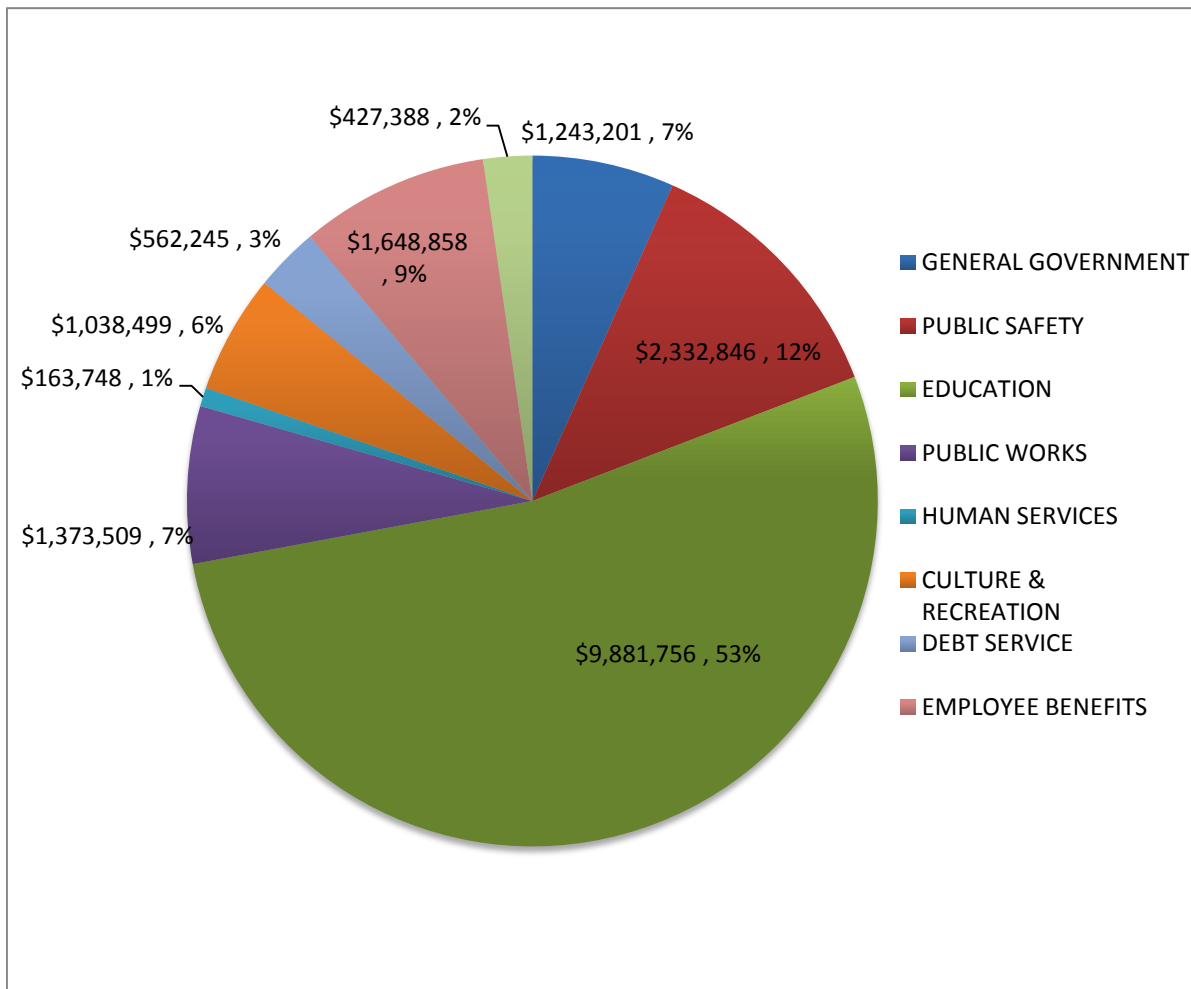
Appendix 7

Proposed FY 2019 Budget Percentages by Segment

2018

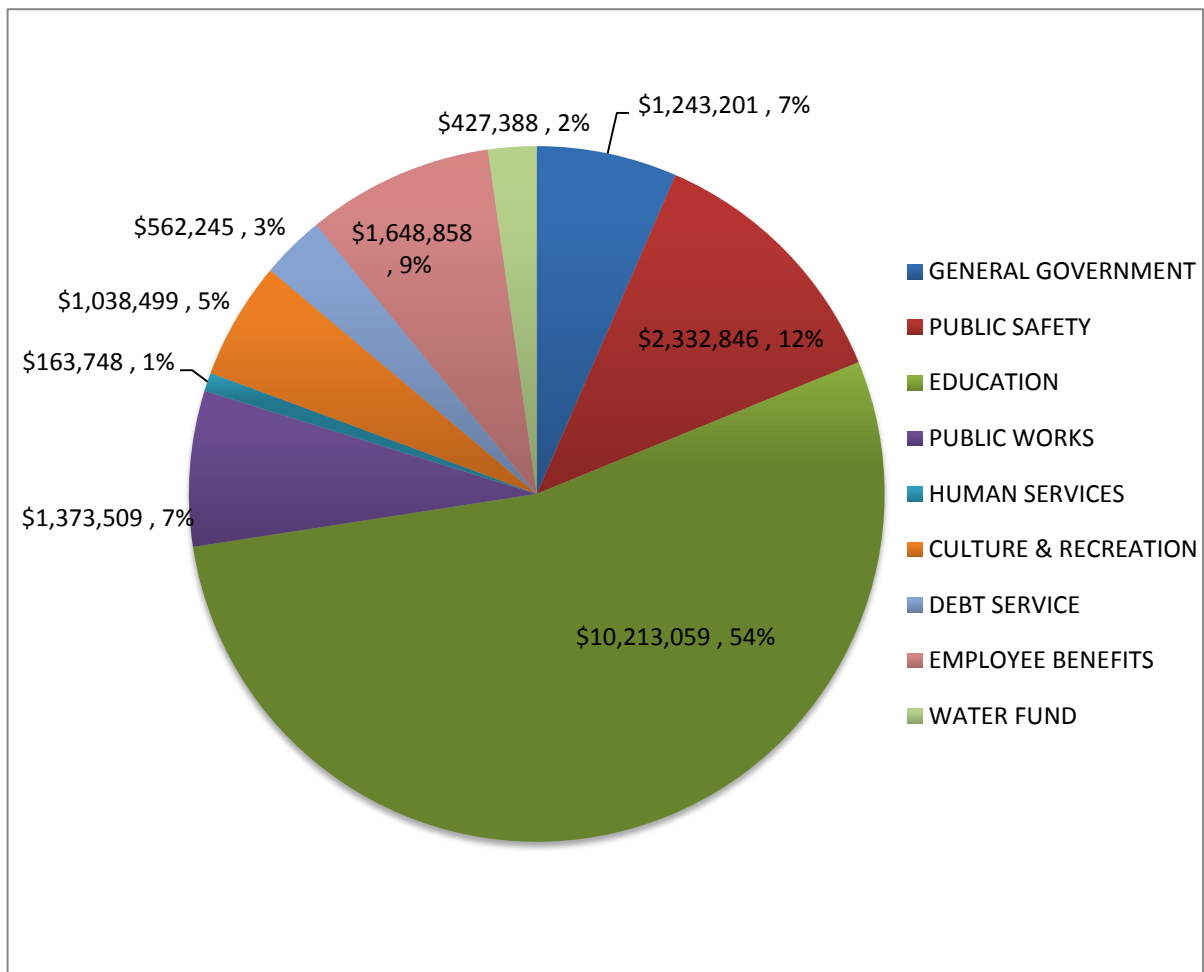
**Warrant for the Annual
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Proposed FY 2019 Budget - No Override

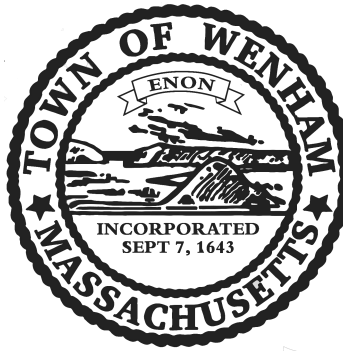


| | | |
|----------------------|----|------------|
| GENERAL GOVERNMENT | \$ | 1,243,201 |
| PUBLIC SAFETY | \$ | 2,332,846 |
| EDUCATION | \$ | 9,881,756 |
| PUBLIC WORKS | \$ | 1,373,509 |
| HUMAN SERVICES | \$ | 163,748 |
| CULTURE & RECREATION | \$ | 1,038,499 |
| DEBT SERVICE | \$ | 562,245 |
| EMPLOYEE BENEFITS | \$ | 1,648,858 |
| WATER FUND | \$ | 427,388 |
| TOTAL BUDGET | \$ | 18,672,050 |

Proposed FY 2019 Budget with Override



| | | |
|----------------------|----|------------|
| GENERAL GOVERNMENT | \$ | 1,243,201 |
| PUBLIC SAFETY | \$ | 2,332,846 |
| EDUCATION | \$ | 10,213,059 |
| PUBLIC WORKS | \$ | 1,373,509 |
| HUMAN SERVICES | \$ | 163,748 |
| CULTURE & RECREATION | \$ | 1,038,499 |
| DEBT SERVICE | \$ | 562,245 |
| EMPLOYEE BENEFITS | \$ | 1,648,858 |
| WATER FUND | \$ | 427,388 |
| TOTAL BUDGET | \$ | 19,003,353 |



Appendix 8

Report of the Longmeadow Way Joint Study Committee

2018

**Warrant for the Annual
Town Meeting
Part II, Appendices**

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 Hamilton’s Annual Town Meeting Decision, April 1, 2017 3

 Wenham’s Annual Town Meeting Decision, April 1, 2017..... 3

 Hamilton Wenham Regional School Committee Decision, October 19, 2017 4

 Joint Recreation Board Decision, December 18, 2017..... 4

 Hamilton Board of Selectmen Decision, October 30, 2017 4

 Wenham Board of Selectmen Decision,December 5, 2017 4

 School Committee Statement of Position, received by Longmeadow Way Study Comm., Feb 2, 2018..... 5

Purpose & Membership

The Towns of Hamilton and Wenham authorized formation of this Longmeadow Way Study Committee ("Committee") during their Annual Town Meetings on April 1, 2017 (see Town Meeting minutes, below in Appendices, page 3). The Committee was to explore the feasibility of acquisition for potential present or future school, recreational, and/or other municipal use, all or part of approximately 19 acres of land on Longmeadow Way in Hamilton, adjacent to the Hamilton Wenham Regional High School. The Committee was to report its findings, recommendations, and proposed action, if any, to the 2018 Annual Town Meetings.

The members of the Committee are: Jack Wilhelm, Wenham Board of Selectmen; Bill Wilson, Hamilton Board of Selectmen; Jeanise Bertrand, School Committee; John Cusolito, Joint Recreation Board; Kerry Gertz, School Committee; John Serafini, Hamilton resident and Joe Amico, Wenham resident.

Findings and Recommendation

In August, this Committee sent detailed questionnaires to all relevant departments, boards and committees in each town to solicit expressions of interest in the land. The questionnaires sought to elicit specifics from each entity about potential land use, timetables, necessary funding amounts, and funding sources. The Joint Recreation Board and the Selectmen of both towns reviewed their needs for the property (see below, Appendices, page 4).

Only the School Committee expressed any potential interest. Over the next six months this Committee attempted to engage with the School Committee to understand the School Committee's specific, even if

theoretical, vision for using all or part of the land. Despite this Committee's best efforts, we could not get the School Committee to cooperate with us on a committee level to explore specifics about its potential interest.

At most, the School Committee only superficially considered potential use of the land at three of its meetings on October 19, 2018, November 21, 2017 and December 6, 2017, as detailed in its excerpted minutes, which are part of its summary sheet chronicling its discussion of the subject, which appears at page 5 of the Appendices. Its current position, as expressed in that summary sheet is:

"While most of the discussion [of the School Committee] has revolved around the future need for a new school, we are cognizant that the land could be used for other infrastructure needs (turf field, parking, etc.). That being said, we do not currently have a need for the property and do not have an interest in buying the land at this point in time. However, we would welcome the opportunity to maintain an option to purchase the land in the future. There is currently work underway to explore funding options for a new school (see below), which we will have more clarity on in Q3 of 2018. We also continue to evaluate our long-term capital plan which includes other initiatives (turf field, etc.)."

The same summary sheet continues, noting action at the School Committee's December 6, 2017 meeting, and directing, "the superintendent to go forward with the Statement of Interest on behalf of the district to explore option in getting new schools." That Statement of Interest would be due March 5, 2018.

Despite numerous requests from us, the School Committee has refused to meet directly with us. In essence their opinion about the land was that they had no present use for any of it, exploration of it for a possible new school was premature and a years long process, and would depend on securing state funding for most of the cost, which was both uncertain and expensive even to apply for. They instead would take their chances with Harborlight Community Partners, who proposed to build affordable housing on some of the adjacent land, in hopes that Harborlight would grant them an option to acquire some of the land for a limited period of time, under Harborlight's own option on the land, which was itself limited in time. However, there would be no enforceable agreement with Harborlight about any option for the School Committee.

Effectively the School Committee and the Longmeadow Study Committee have conducted parallel inquiries about the same subject. It is understandable that the School Committee would want to do its own evaluation for the land. However, it is baffling why that committee would ignore the very committee that the two towns have commissioned for the express purpose of determining potential use for the land. The towns, after all, are the ultimate funding source for any land acquisition and indeed for all municipal expense. The School Committee also appears, at least in part, to have been distracted by a swirling controversy about possible affordable housing at the site.

Thus, the Longmeadow Study Committee is regrettably left with an incomplete picture to present to the towns.

Jeanise Bertrand, School Committee

John Serafini, resident

John Cusolito, Joint Recreation Board

Jack Wilhem, Wenham Board of Selectmen

Kerry Gertz, School Committee

Bill Wilson, Hamilton Board of Selectmen

Appendices

Citizens' Petition

Commonwealth of Massachusetts

Citizen Petition

Permitted by General Laws, Chapter 39, section 12.

TOWN HAMILTON

DATE and TIME received by
TOWN CLERK'S OFFICE
HAMILTON, MA
2017 FEB 21 AM 10 24

SUBJECT OR SUBJECTS REQUESTED FOR ACTION AT THE MEETING: (To be filled in by petitioners.
If space is insufficient attach an additional page of description to each petition form before signatures are gathered.)

To see if the Town will direct the Selectmen to appoint a joint committee with the Selectmen of the Town of Wenham to study the acquisition by purchase, eminent domain, or otherwise of all or a portion of parcels of land in Hamilton designated Lots A, B, C, and D as shown on a Plan of Land entitled Plan of Longmeadow Way dated October 15, 1980 and recorded in Essex Registry of Deeds at Plan Book 161, Plan 31 for school, recreational, and/or other municipal use and to report findings, recommendations, and proposed action, if any, to the 2018 Annual Town Meeting or such earlier town meeting as may be called to consider the issue, said committee to consist of a Selectman from each member Town, a member of the Hamilton Wenham Joint Recreation Board, a member of the Hamilton Wenham Regional School Committee, and one or more residents from each member town, or such other membership structure and membership as the Selectmen from both towns shall mutually agree, or take any other action thereon or relative thereto.

Hamilton's Annual Town Meeting Decision, April 1, 2017

Bill Shields made the motion that the Town request the Selectmen to appoint a joint committee with the Selectmen of the Town of Wenham to study the acquisition by purchase, eminent domain, or otherwise of all or a portion of parcels of land in Hamilton designated Lots A, B, C, and D as shown on a Plan of Land entitled Plan of Longmeadow Way dated October 15, 1980 and recorded in Essex Registry of Deeds at Plan Book 161, Plan 31 for school, recreational, and/or other municipal use and to report findings, recommendations, and proposed action, if any, to the 2018 Annual Town Meeting or such earlier town meeting as may be called to consider the issue, said committee to consist of a Selectman from each member Town, a member of the Hamilton Wenham Joint Recreation Board, a member of the Hamilton Wenham Regional School Committee, and one or more residents from each member town, or such other membership structure and membership as the Selectmen from both towns shall mutually agree, action under this article does not call for any appropriation of funds. Vote: motion carries.

Wenham's Annual Town Meeting Decision, April 1, 2017

Amber Woolfenden, of 367 Grapevine Road, moved that the Town request the Selectmen to appoint a joint committee with the Selectmen of the Town of Hamilton to study the acquisition by purchase, eminent domain, or otherwise of all or a portion of parcels of land in Hamilton designated Lots A, B, C, and D as shown on a Plan of Land entitled Plan of Longmeadow Way dated October 15, 1980 and recorded in Essex Registry of Deeds at

Plan Book 161, Plan 31 for school, recreational, and/or other municipal use and to report findings, recommendations, and proposed action, if any, to the 2018 Annual Town Meeting or such earlier town meeting as may be called to consider the issue, said committee to consist of a Selectman from each member Town, a member of the Hamilton Wenham Joint Recreation Board, a member of the Hamilton Wenham Regional School Committee, and one or more residents from each member town, or such other membership structure and membership as the Selectmen from both towns shall mutually agree; action under this article does not call for any appropriation of funds. Vote: article passed with a majority.

[Hamilton Wenham Regional School Committee Decision, October 19, 2017](#)

Decision: The Hamilton-Wenham Regional School Committee would like to carefully evaluate the potential future need of any amount of land available on the Longmeadow Property in order to determine if the land might best serve to support the future educational infrastructure needs of the School District. Jeanise Bertrand explained, as a member of Longmeadow Study Committee, that the schools were the only ones to come forward to express interest.

[Joint Recreation Board Decision, December 18, 2017](#)

Decision unanimously approved: the Recreation Committee declared that the proposed Hamilton Wenham Regional High School Athletic playing Field Renovation Project remains our top priority. The Committee does not wish to entertain other options for field development at this time.

[Hamilton Board of Selectmen Decision, October 30, 2017](#)

Decision: Allison Jenkins made a motion to take a vote about whether the Town has any need of the Longmeadow property for municipal use. Mr. Hubbard seconded the motion. The Board voted unanimously to oppose purchasing the site at Longmeadow Way for the Town's needs, aside from the School's needs (0-5). They additionally recognized that Mr. Wilson was doing a great job working with all the parties involved.

[Wenham Board of Selectmen Decision, December 5, 2017](#)

Decision unanimously approved: the Board declares that the Town of Wenham has no known or anticipated municipal uses for the Longmeadow Way property currently being evaluated by the Study Committee and defers any potential uses that would be of interest or benefit to Wenham residents to those identified by the Joint Recreation Committee and/or Hamilton-Wenham Regional School Committee. If any such recreational or school uses were to be positively identified now or in the future, the Board asserts their authority to be actively involved in any related discussions, negotiations, and/or feasibility studies relative to the potential purchase of the Longmeadow Way parcel(s), should said transaction require appropriation or expenditure of any town funds.

School Committee's Statement of Position, of February 2, 2018

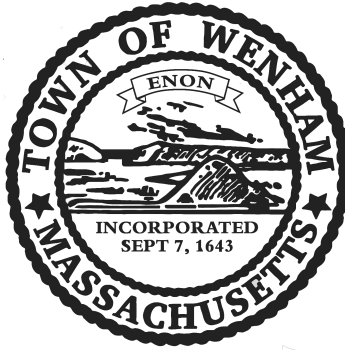
Below is a summary of the discussions that the Hamilton Wenham School Committee has had to date regarding the Longmeadow property. While most of the discussion has revolved around the future need for a new school, we are cognizant that the land could be used for other infrastructure needs (turf field, parking, etc.). That being said, we do not currently have a need for the property and do not have an interest in buying the land at this point in time. However, we would welcome the opportunity to maintain an option to purchase the land in the future. There is currently work underway to explore funding options for a new school (see below), which we will have more clarity on in Q3 of 2018. We also continue to evaluate our long-term capital plan which includes other initiatives (turf field, etc.).

While a summary is provided below, you can find the full set of minutes at the following site: <http://www.hwschools.net/page.cfm?p=1654>

Longmeadow – Summary of School Committee Discussions

- On **10/19/17** the Hamilton Wenham School Committee made the following motion: “The Hamilton Wenham Regional School Committee would like to carefully evaluate the potential future need of any amount of land available on the Longmeadow property in order to determine if the land might best serve to support the future infrastructure needs of the school district.” The motion passed.
 - o The motion was made in response to discussions with Andrew DeFranza, Executive Director at Harborlight Community Partners (“HCP”), and Bill Wilson. Mr. DeFranza indicated that they would provide an option for the school district to buy a portion of the land. The School Committee thought that a free option was better than no option given that we are not in a position today to buy the land ourselves but could be in the future.
- At our school committee meeting on **11/21/17** Dr. Harvey presented a 2016 school survey report completed by the MA School Building Authority. The school committee discussed the building condition ratings across the district. We also discussed how the ratings impact our decision to prepare a Statement of Interest (“SOI”) for a new school. It was highlighted that without support from the MSBA, it would be very unlikely for anyone to support a new building.
 - o The SOI process opens in January and closes in April, with decision usually taking about 3-6 months.
 - o We decided not to sign the draft MOU from HCP which we received on 11/20/17. If the developer wanted to provide us with the option to purchase, that would be great, but we didn’t want to be bound by the MOU as currently constructed.
- At our school committee meeting on **12/6/17** we continued our discussion about submitting an SOI. The Hamilton Wenham School Committee made the following motion: “I move that the Hamilton Wenham School Committee direct the superintendent to go forward with the Statement of Interest on behalf of the district to explore option in getting new schools.” The motion passed.

Mr. Sands indicates that a draft SOI would likely need to be completed by 3/5/18.



Appendix 9

Municipal Finance Terminology & Current Balances

2018

**Warrant for the Annual
Town Meeting
Part II, Appendices**

MUNICIPAL FINANCE TERMINOLOGY

The following terms are frequently used in the Annual Town Report and at Town Meeting. In order to provide a better understanding of their meaning, the following definitions are provided:

BONDS

A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year.

CAPITAL IMPROVEMENT PROGRAM

\$373,152

(\$200,500 in Article 6)(\$172,652 in Operating Budget)

A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital program. It coordinates community planning, fiscal capacity and physical development. While all of the community's needs should be identified in the program, there is a set of criteria that prioritizes the expenditures (See Appendix 3).

CHERRY SHEET

\$235,501

An official notification from the Commonwealth (originally printed on cherry-colored paper), which itemizes state aid due to communities, as well as state and county charges assessed to communities. The resulting net receipt of funds is used by the Town to offset the amount to be raised.

DEBT EXCLUSION

An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

FREE CASH (FY 2017)

\$1,232,635

Free cash is the community's unrestricted available funds that may be used as a funding source for appropriations. Free Cash is generated when actual revenue collections exceeds budgeted estimates and when actual expenditures are less than budgeted appropriations, or a combination of both. Known as Excess & Deficiency or E & D in school budgeting.

LEVY CEILING (OR LEVY CAPACITY)

\$15,356,230

A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion. (See Levy Limit)

MUNICIPAL FINANCE TERMINOLOGY

LEVY LIMIT

\$14,615,246

A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling)

NEW GROWTH

\$100,000

The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

OVERLAY

\$135,000

An account established annually to fund anticipated property tax abatements, exemptions, and other uncollected taxes in that year. This amount is provided by the Board of Assessors and is raised on the tax recapitulation sheet.

OVERRIDE

\$331,294

A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

PROPOSITION 2 ^{1/2}

A state law enacted in 1980, Proposition 2½ regulates local property tax administration and limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations.

RESERVE FUND

\$125,000

An amount set aside annually within the budget of the Town, not to exceed 5% of the tax levy for the preceding year. Transfers from this fund are within the exclusive control of the Finance and Advisory Committee and are for extraordinary and unforeseen expenditures.

STABILIZATION FUND

\$520,169

A fund designed to accumulate funds for capital of other future spending purposes. A community may appropriate in any year an amount not exceeding 10% of the tax levy of the preceding year for the purpose of funding the Stabilization Fund. Amounts from this fund may be appropriated by a two-thirds vote at a Town Meeting, for any lawful purpose.

Index of Articles for the Annual Town Meeting on April 7, 2018

| Article # | Title |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Budget Appropriations |
| 2 | Use of Free Cash to Balance the Budget |
| 3 | Hamilton Wenham Regional School District Operating Override |
| 4 | Debt Exclusion: Winthrop School Fire Suppression System |
| 5 | Debt Exclusion: Hamilton Wenham Regional School District Safety, Accessibility, and Critical Infrastructure |
| 6 | Use of Free Cash to Fund FY 2019 Capital Improvement Program |
| 7 | Water Department Capital Expenditure |
| 8 | Creation of Water Capital Reserve Account And Transfer from Water Operating Budget |
| 9 | Revolving Funds |
| 10 | Cemetery and Other Trust Funds |
| 11 | Cemetery Maintenance Fund Transfer |
| 12 | Road Work – Chapter 90 Funding |
| 13 | Rescission of Authorized, but Unissued Debt |
| 14 | Authorize Borrowing: Iron Rail Capital Needs |
| 15 | CPA Appropriations |
| 16 | Special Legislation, Appropriation, and Authorize Borrowing: Longfellow Road and South Street Road Improvements and Betterment Assessment |
| 17 | Zoning Bylaw Adoption: Marijuana Establishment Ban |
| 18 | Bylaw Adoption: Marijuana Establishment Ban |
| 19 | Zoning Bylaw Adoption: Retail Marijuana |
| 20 | Local Acceptance: Marijuana Retailer Local Sales Tax |
| 21 | Bylaw Adoption: Short term Guest Rentals in Homes Bylaw |
| 22 | Zoning Bylaw Amendment: Accessory Apartments |
| 23 | Zoning Bylaw Amendment: Common Driveways |
| 24 | Zoning Bylaw Amendment: Personal Wireless Service Facilities |
| 25 | Local Acceptance: Municipal Veterans Assistance Fund |
| 26 | Local Acceptance: Modification to Senior Circuit Breaker Tax Exemption Program |
| 27 | Modification to Elderly Property Tax Deferral Program Interest Rate |
| 28 | Modification to Elderly Property Tax Deferral Program Income Eligibility Levels |
| 29 | Local Acceptance: Elderly Betterment Assessment Deferral Program |
| 30 | Local Acceptance and Bylaw Adoption: Administration of Fines |
| 31 | Change in Moderator Term from 1 Year to 3 Years |
| 32 | Bylaw Amendment: Change in Town Meeting Quorum Requirements |
| 33 | Election of Town Officers |